This is a digital copy of a book that was preserved for generations on library shelves before it was carefully scanned by Google as part of a project to make the world's books discoverable online.

It has survived long enough for the copyright to expire and the book to enter the public domain. A public domain book is one that was never subject to copyright or whose legal copyright term has expired. Whether a book is in the public domain may vary country to country. Public domain books are our gateways to the past, representing a wealth of history, culture and knowledge that's often difficult to discover.

Marks, notations and other marginalia present in the original volume will appear in this file - a reminder of this book's long journey from the publisher to a library and finally to you.

Usage guidelines

Google is proud to partner with libraries to digitize public domain materials and make them widely accessible. Public domain books belong to the public and we are merely their custodians. Nevertheless, this work is expensive, so in order to keep providing this resource, we have taken steps to prevent abuse by commercial parties, including placing technical restrictions on automated querying.

We also ask that you:

+ *Make non-commercial use of the files* We designed Google Book Search for use by individuals, and we request that you use these files for personal, non-commercial purposes.

+ *Refrain from automated querying* Do not send automated queries of any sort to Google's system: If you are conducting research on machine translation, optical character recognition or other areas where access to a large amount of text is helpful, please contact us. We encourage the use of public domain materials for these purposes and may be able to help.

+ *Maintain attribution* The Google "watermark" you see on each file is essential for informing people about this project and helping them find additional materials through Google Book Search. Please do not remove it.

+ *Keep it legal* Whatever your use, remember that you are responsible for ensuring that what you are doing is legal. Do not assume that just because we believe a book is in the public domain for users in the United States, that the work is also in the public domain for users in other countries. Whether a book is still in copyright varies from country to country, and we can't offer guidance on whether any specific use of any specific book is allowed. Please do not assume that a book's appearance in Google Book Search means it can be used in any manner anywhere in the world. Copyright infringement liability can be quite severe.

About Google Book Search

Google's mission is to organize the world's information and to make it universally accessible and useful. Google Book Search helps readers discover the world's books while helping authors and publishers reach new audiences. You can search through the full text of this book on the web at `http://books.google.com/`

"EXCELSIOR"

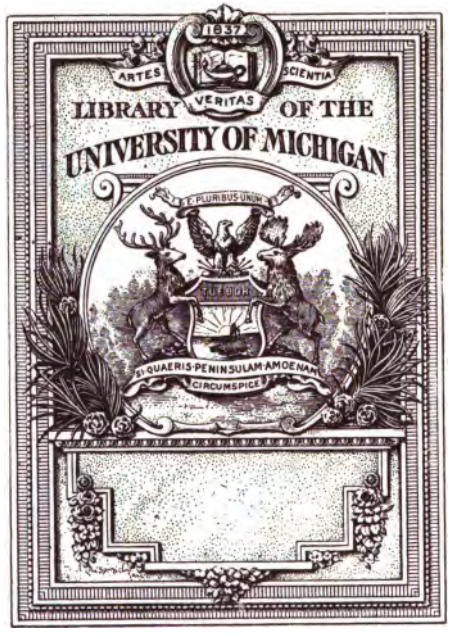
Type-Writing Papers

USED IN ALL H.M. GOVERNMENT OFFICES

240 Sheets.

		Extra Thick.
FINE QUA (LAID ONI		1/9
		2/-
		3/6
		4/-
SUPERFIN (LAID AND		2/3
		2/9
		1/9
		4/6
		5/6
EXTRA SU (LAID AND		..
		..
		..
		..

* Also in Az



"EX

Duplicating Paper

FOR NEOSTYLE MACHINES, &c.

	Per Ream of 480 Sheets.
Letter Size .. .. .. 8 × 10½	2/6
Foolscap .. .. .. 8 × 13	3/-
Draft .. .. 10½ × 16	5/-
Brief .. .. 13 × 16	6/-

TO BE HAD FROM ALL PRINTERS AND STATIONERS.

WHOLESALE—

SPALDING & HODGE, LTD., DRURY LANE, LONDON.

SAMPLES SENT ON APPLICATION.

HF
5635
.A172

BUTTERWORTH & CO.'S

LIST OF

LAW BOOKS FOR ACCOUNTANTS

To be Published in August (1901).
Royal 8vo., Price 35s.; for Cash, post free, 28s. 7d.

RAWLINS & MACNAGHTEN ON

COMPANIES. Being The Companies Clauses Acts, 1845 to 1889, and the Companies Acts, 1862 to 1900, Consolidated and Annotated, with Appendices containing the text of the Companies Acts, and some other Statutes connected therewith, and Orders, Rules, &c., regulating proceedings thereunder. By WILLIAM DONALDSON RAWLINS, of Lincoln's Inn, one of His Majesty's Counsel, M.A., and sometime Fellow of Trinity College, Cambridge; and the HON. MALCOLM MARTIN MACNAGHTEN, of Lincoln's Inn, Barrister-at-Law, M.A., and sometime Scholar of Trinity College, Cambridge.

Just Published. Third Edition.
Price 15s.; for Cash, post free, 12s. 8d.

THE LAW OF EXECUTORS AND

ADMINISTRATORS. Being ROBBINS' & MAW'S Devolution of Real Estate and Administration of Assets, Real and Personal. Third Edition. By the late L. G. G. ROBBINS, Esq., of Lincoln's Inn, Barrister-at-Law, and Reader in Equity to the Inns of Court; and F. T. MAW, Esq., Barrister-at-Law. 1901.

"A complete Treatise on the Law of Real and Personal Assets."—*Incorporated Accountants' Journal.*

Third Edition.
Price 10s. 6d.; for Cash, post free, 8s. 11d.

STEVENS' MERCANTILE LAW.—

The Elements of Mercantile Law Third Edition by H. JACOBS, Esq, Barrister-at-Law. 1900.

"It will be impossible to read, as an introduction to the vast subject with which it deals, a better book than Stevens' Mercantile Law."—*Law Notes.*

Recommended by the Institute of Accountants for their Examinations.

Revised under the Companies Act, 1900.
Price 2s. 6d. net.; postage 2d.

BLACKWELL'S LAW OF MEETINGS.

Being a Concise Statement of the Law respecting the Conduct and Control of Meetings in General, and affecting Persons attending them, and in particular the Law regulating Meetings of Companies, County Councils, Borough Councils, District Councils, &c., &c. By GEORGE BLACKWELL, of the Inner Temple, Barrister-at-Law. Second Edition. 1901.

"Every man who aspires to taking the chair at a public or private meeting will find himself forewarned and forearmed if he devotes an hour or two to the perusal of Mr. Blackwell's text upon this topic."—*The Field.*

Just Published.
Price 17s. 6d.; for Cash, post free, 14s. 6d.

UNDERHILL ON TRUSTS AND

TRUSTEES. A Practical and Concise Manual of the Law relating to Private Trusts and Trustees. Fifth Edition. By A. UNDERHILL, Esq., M.A., LL.D., Barrister-at-Law.

"Constantly necessary, not only to the professional man, but also for all those who may have taken upon themselves the responsibilities of a trustee."—*Justice of the Peace.*

"Thoroughly practical, at the same time concise . . . to the general practitioner a useful *vade mecum*, to students—indispensable."—*Law Times.*

Demy 8vo., 250 pages, Price 7s. 6d.; for Cash, post free, 6s. 4d.

THE COMPANIES ACT, 1900.

—With Exhaustive Notes, Forms of Prospectus, and a full Index. By A. H. RUEGG, Q.C., Author of "The Employers' Liability Acts"; and LEONARD MOSSOP, B.C.L., Barrister-at-Law. 1901.

"Excellent Treatises on the New Companies Act."

Third Edition.
Price 18s.; for Cash, post free, 15s.

REDMAN ON ARBITRATION AND

AWARDS.—A Concise Treatise on the Law, with Appendix of Precedents and Statutes. Third Edition by J. H. REDMAN, Esq., of the Middle Temple, Barrister-at-Law. 1897.

"The arrangement is good, the style clear, and the work exhaustive."—*Law Times.*

Recommended by the Institute of Accountants for their Examinations.

Price 3s. 6d. net; postage 3d. extra.

UNDERHILL ON PARTNERSHIP.—

A Digest of the Law of Partnership. By ARTHUR UNDERHILL, M.A., LL.D., Barrister-at-Law, Lecturer to the Council of Legal Education. 1899.

Recommended by the Society of Accountants for their Examinations.

Nearly Ready.
Price 17s. 6d.; for Cash, post free, 14s. 6d.

DOWELL'S INCOME TAX LAWS,

at present in force in the United Kingdom, with Practical Notes, Appendices, and a Copious Index. By STEPHEN DOWELL, Esq., M.A., of Lincoln's Inn, Assistant Solicitor of Inland Revenue. Fifth Edition. By J. E. PIPER, Esq., Assistant Solicitor of Inland Revenue. 1901.

Complete Catalogue (116 Pages) sent Post Free on application.

BUTTERWORTH & CO., Law Publishers, 12 Bell Yard, Temple Bar, London, W.C.

JORDAN & SONS, Limited,

Company Registration Agents,

PRINTERS, PUBLISHERS, STATIONERS, SEAL ENGRAVERS, AND ACCOUNT BOOK MANUFACTURERS,

116 & 120 CHANCERY LANE, LONDON, W.C.

(Telegrams: "CERTIFICATE, LONDON.")

THE BEST GUIDE TO THE COMPANIES ACTS.

TWENTY-FOURTH EDITION. Price 5s. net; by post 5s. 6d.

A Handy Book on the Formation, Management, and Winding up of Joint Stock Companies. By F. GORE-BROWNE, M.A., of the Inner Temple, Barrister-at-Law (Author of "Concise Precedents under the Companies Acts"), and WILLIAM JORDAN, Company Registration and Parliamentary Agent.

SEVENTH EDITION. Price 5s. net; by post 5s. 6d.

The Secretary's Manual on the Law and Practice of Joint Stock Companies, with Forms and Precedents, and all the Forms under The Companies Act, 1900. By JAMES FITZPATRICK, Fellow of the Institute of Chartered Accountants, and V. DE S. FOWKE, of Lincoln's Inn, Barrister-at-Law.

THIRD EDITION. Price 5s. net; by post 5s. 6d.

The Companies Acts, 1862 to 1900. Containing the text of all the numerous Companies Acts from 1862 to 1900, showing what portions have been amended or repealed, with Cross References, Notes, and a full Analytical Index. The volume also contains The Life Assurance Companies Acts, 1870 to 1896; The Forged Transfers Acts, 1891 and 1892; and many other Statutes and Statutory Enactments relating to Joint Stock Companies. Edited by ALLEN GLYNNE JONES, B.A., of Lincoln's Inn, Barrister-at-Law.

All the Forms under the Companies Acts, 1862 to 1900, may be obtained from JORDAN & SONS, Limited.

"THE ACCOUNTANTS' LIBRARY."

VOL. XI.

POLYTECHNIC ACCOUNTS.

BY

H. CALDER MARSHALL, F.C.A.

LONDON:

GEE & CO., PRINTERS AND PUBLISHERS, 34 MOORGATE STREET, E.C.

1902.

"THE ACCOUNTANTS' LIBRARY."

(Edited by the Editor of "The Accountant.")

VOL. I.—**Bank Bookkeeping and Accounts,** by JOHN A. MEELBOOM, A.C.A. (*Ready.*)

,, II.—**Auctioneers' Accounts,** by LAWRENCE R. DICKSEE, F.C.A. (*Ready.*)

,, III.—**Builders' Accounts,** by J. A. WALBANK, A.C.A. (*Ready.*)

,, IV.—**Agricultural Accounts,** by T. WHEELER MEATS, A.S.A.A. (*Ready.*)

,, V.—**Theatre Accounts,** by W. H. CHANTREY, F.C.A. (*Ready.*)

,, VI.—**Co-operative Societies' Accounts,** by F. H. SUGDEN. (*Ready.*)

,, VII.—**Gas Accounts,** by the EDITOR. (*Ready.*)

,, VIII.—**Mineral Water Manufacturers' Accounts,** by J. LUND, A.S.A.A., and G. H. RICHARDSON, F.S.S. (*Ready.*)

,, IX.—**Stockbrokers' Accounts,** by W. D. CALLAWAY, A.C.A. (*Ready.*)

,, X.—**Bookkeeping and Accounts for Grain, Flour, Hay, Seed, and Allied Trades,** by GEORGE JOHNSON. (*Ready.*)

,, XI.—**Polytechnic Accounts,** by H. CALDER MARSHALL, F.C.A. (*Ready.*)

,, XII.—**Solicitors' Accounts,** by LAWRENCE R. DICKSEE, F.C.A.

(*To be continued.*)

030 Mu 08 E.5.

EDITOR'S PREFACE.

THE object of the series of handbooks that will be published under heading of THE ACCOUNTANTS' LIBRARY is to provide, at a reasonable price, detailed information as to the most approved methods of keeping accounts in relation to all the leading classes of industry whose books call for more or less specialised treatment. No such series has hitherto been attempted; but there exist, of course, numerous separate works dealing with the accounts of one particular class of undertaking. These separate works are, however, for the most part either too expensive, or too superficial to answer the purpose that is particularly aimed at by THE ACCOUNTANTS' LIBRARY, which is intended to supply the student with that specialised information which he may require, while at the same time affording to the trader, banker, or manufacturer who is not in a position to secure the fullest information for his purpose, knowledge which can hardly fail to be of the very greatest assistance to him in the correct keeping of his accounts, upon a system specially adapted to his requirements, and therefore involving a minimum expenditure of labour. It is expected that the series will also be found of material assistance to bookkeepers of all classes.

Reading Room 4526 E.6.

Without aiming at giving an exhaustive account of the manner in which each separate business is conducted, the technical points in connection with each industry will receive as much attention as is necessary in order fully to elucidate the system of accounts advocated, while each volume will be the work of one who has made that particular class of accounts more or less

175162

a speciality. It is obvious, however, that to enable the necessary ground to be covered in the space available, it is incumbent to assume upon the part of the reader a certain knowledge of general bookkeeping. The extent of the knowledge assumed will vary according to the nature of the class of accounts considered. For example, in the volumes on "Bank Accounts" and "Shipping Accounts" a thorough acquaintance with ordinary double-entry bookkeeping is not unnaturally assumed; but in the case, for instance, of "Auctioneers' Accounts," "Domestic "Tradesmen's Accounts," and other similar volumes, such explanations are included as will enable the ordinarily intelligent reader fully to grasp the methods described even although his knowledge of bookkeeping may be of an elementary description. These explanations are, doubtless, superfluous as far as accountants are concerned, but are necessary to make the volumes of value to the majority of those specially engaged in these particular industries.

To subscribers for the whole series it may be added that, when completed, it will form a most valuable and practically complete library, dealing, at the hands of specialists, with practically every class of accounts, and illustrating the application of the theory of double-entry as described in general works on bookkeeping.

In order to carry out this scheme, arrangements have already been completed for books dealing with the following subjects :—

Agricultural Accounts.
Auctioneers' Accounts.
Bank Accounts.
Bookkeeping and Accounts for Grain, Flour, Hay, Seed, and Allied Trades.
Brewers' Accounts.
Builders' Accounts.
Building Societies' Accounts.
Co-operative Societies' Accounts.
Cotton Spinners' Accounts.
Drapers' Accounts.

Domestic Tradesmen's Accounts.
Engineers' and Shipbuilders' Accounts.
Gas Accounts.
Hotel Accounts.
Mineral Water Accounts.
Polytechnic Accounts.
Printers' Accounts.
Publishers' Accounts.
Shipping Accounts.
Solicitors' Accounts.
Stockbrokers' Accounts.
Tailors' Accounts.
Theatre Accounts.
Tramway Accounts.
Wine Merchants' Accounts.

Arrangements for dealing with other subjects are now in progress, and the Editor wishes to add that he will be glad to receive suggestions and offers from accountants of experience for the undertaking of volumes not yet announced.

62 Moorgate Street,
London, E.C.
September 1901.

POLYTECHNIC ACCOUNTS.

CONTENTS.

	PAGE.
EDITOR'S PREFACE	iii.
CHAPTER I.—	
Introductory	1
System of Finance	3
List of Books	6
Organisation of Staff	7
„ II.—Chief Books of Account...	10
„ III.—Departmental Books	22
„ IV.—Subsidiary and Statistical Books ...	34
„ V.—	
Trial Balance	50
Income and Expenditure Accounts ...	53-5
Balance Sheet	58
„ VI.—	
Capital Accounts	60
Establishment Charges	60
Resolutions passed at Conference of Polytechnic Auditors	61
Grants	62
„ VII.—	
Audit	65
Conclusion	69
APPENDIX	70
INDEX	76

POLYTECHNIC ACCOUNTS.

POLYTECHNIC ACCOUNTS.

CHAPTER I.

INTRODUCTORY.

SOME twenty years ago, in order to meet the growth and expansion of a Boys' Institute of which he was the founder, the building in Regent Street, previously known as "The Polytechnic," was taken over by Mr. Quintin Hogg, and transformed into an Educational and Recreative Institute for young people.

Since that time the Institution has attained very great proportions and proved itself to be one of widespread usefulness, and, as a consequence, partly of the beneficial influence extended by this the first enterprise of its kind, and partly of the increased importance attached to the spread of technical education, many other Institutes of a kindred character have been established in London and the provinces.

The fact that large sums are expended in the equipment of these Polytechnic Institutions, and large grants are made by both public and private bodies for their maintenance and extension, renders the careful regulation of expenditure and strict accuracy in accounting both matters of great importance.

The system of finance and record set out in the succeeding pages has been selected, after comparison of the methods in

use at several of the existing Institutions, as being one well calculated to produce these results.

The general features of a Polytechnic may be briefly described as follows:—The work is divided into two main branches—Educational and Social. The former consists of Day Schools for Boys and Girls, Day Classes and Evening Classes, University Extension Lectures, and, in most cases, Special Schools for Engineering, Art, Photography, Domestic Economy, and the like. The Evening Classes are naturally those which give the best scope for work among adults, and for which the largest number of students are entered, and these are usually divided into half-a-dozen or more sections, each under the control of a chief instructor, with assistant teachers under him. The Social Side of the Institute provides for the members:—Gymnasium, Swimming Bath, Library and Reading Room, Games Room, Athletic Grounds, Bookstall, Refreshment Bar, Concerts and Entertainments, Cheap Railway Tickets to and from the Institute, Magazine, &c., &c., and aids in every way the formation of various self-governing clubs and societies among the members themselves, giving facilities for the use of rooms for club meetings, and making grants in aid of their funds.

The records to be made in the books of account thus consist of, on one side, the fees received for classes and schools, and those for membership and the various privileges attaching thereto, together with Grants, Donations, and other special receipts; and, on the other side, of all the expenditure necessary to provide and maintain these educational and social facilities.

The control of these Institutions is usually vested in a Board of Governors, meeting at regular intervals, and from the members of this body a Finance and other Committees are formed, the former having the regulation of all expenditure, and meeting

usually at monthly intervals for the transaction of business. Matters of general policy affecting the Social and Recreative side of the work are usually dealt with by a Committee selected from among the members themselves, each section or club sending a representative, and the Governing Body appointing two or more of its own members in addition. The functions of this Committee are, however, purely advisory, and its decisions only become effective on being submitted to the Governors and duly approved by them. The Educational Work of the Institution is sometimes placed under the general control of the Secretary, where the latter is given full powers; or, more frequently, in the Institutions of recent foundation, an educational specialist is appointed as "Principal," and the Secretary, or, as he is then termed, "Clerk to the Governing Body," confines his attention to the financial administration of the Institute.

Having thus given a brief outline of the nature of a Polytechnic, the consideration of the system of accounts to which the ensuing pages are to be devoted may now be undertaken.

System of Finance.—

In dealing with the receipt and payment of moneys the following general rules are suggested.

All moneys *received* to be banked daily, or at regular intervals, and on no account used for making *payments*.

All payments which can conveniently be made by cheque at monthly intervals to be paid from one Bank Account called, say, "Finance Account," the cheques on which will be signed by two members of the Finance Committee (who will meet monthly), and countersigned by the Secretary.

For the purpose of meeting other payments made by cheque, which cannot be deferred till the occurrence of a Finance Committee meeting, an account should be opened with the Institute bankers for a round sum sufficient to cover a month's routine

payments, and called for convenience the "Secretary's" Account. The bankers will be instructed to cash cheques from this account on the Secretary's signature alone. At the end of the month the Secretary will present a list of such payments to the Finance Committee, who will then sign a cheque (on the Finance Account) for the total amount expended, which will be paid in to the "Secretary's" Account, restoring it to its original total.

For small payments that cannot conveniently be made by cheque (say all amounts under £1), a cheque for a round sum will be drawn, and handed to the Petty Cashier, who will enter in his Cash Book the amount so received, and all payments made therefrom, and will, at the end of the week, account for the balance in cash. A cheque for the total amount expended may then be drawn from the "Secretary's" Account by the Petty Cashier, restoring his balance to its original figure.

It is most important that a carefully-devised system of passing accounts for payment be arranged, so that there may be no possibility of the Institution's money being improperly applied. Commencing with the monthly salaries of teachers and staff, a Salaries Register will be provided, in which particulars of every appointment will be noted, and from time to time any changes in the *personnel* or in the amounts to be paid will be entered. Each entry should refer to the minute of the Governing Body or Committee by whom it is authorised. This book will be produced for the inspection of the Finance Committee at their monthly meeting.

With regard to Tradesmen's Accounts, all orders should be given on a recognised Order Form, and will be passed by the Secretary, either from his own knowledge of what is required or from the Departmental Requisition Forms sent in to him by the heads of departments. As goods come in, the invoices will

be checked for arithmetical accuracy and entered in the Invoice Register. They will then be stamped with a rubber stamp, "Kindly check this invoice, and return to the bookkeeper at once," or some similar wording, and handed to the departmental head who "requisitioned" the goods. When the invoice comes back checked and initialled it is entered in the Invoice Book, the amount posted to the Tradesmen's Ledger, and the Invoice filed away. At the end of the month, or when payment is required, the tradesman will send in a statement. This will be compared with his account in the Tradesmen's Ledger, and, if correct, stamped with a rubber stamp "Correct as per Tradesmen's Ledger," and will then be entered in the Statements Book for payment at the next meeting of the Finance Committee and filed away. It may be mentioned here that for the purpose of ensuring that all liabilities are included in the Annual Accounts, it is a good plan for the Secretary to communicate with all regular tradesmen a short time before the Invoice Book is finally closed, requesting them to forward a Statement of Account to date.

The list of payments from the "Secretary's Account" (which should only be used when absolutely necessary, the accounts being held over whenever possible for payment from the Finance Account) or the Secretary's Cash Book will be produced, with vouchers, at the Finance Committee meeting, and the amount expended during the month will be entered in the minutes as duly passed.

The Petty Cash and Wages Books should also be inspected by the Committee, and a watchful eye kept on the totals of weekly and monthly expenditure in these books. No payment should be made by the Petty Cashier on his own discretion; but the account should be initialled by the Secretary in each case.

LIST OF BOOKS.

Having described the method of *making* the various payments, the process of *recording* these, and also the receipts, in the books of account may be considered. It is unnecessary to state that these will, of course, be arranged upon a double-entry system, so that they can be accurately balanced, and contain a complete record of every transaction.

The books suggested are as follows, and their various rulings will be found in the succeeding chapters.

Chief Books.—

(1) Cash Book, "Finance."
(2) Cash Book, "Secretary's."
(3) Cash Inwards Book.
(4) Invoice Book.
(5) Petty Cash Book.
(6) Journal.
(7) Social Department Ledger.
(8) Educational Department Ledger.
(9) Tradesmen's Ledger.
(10) Private Ledger.

Departmental Books.—

(1) Entrance Fee Book.
(2) Members' Subscription Book.
(3) Class Fee Book.
(4) School Fee Book.
(5) Examination Fee Book.
(6) Refreshment Bar Cash Book.

(7) Lectures and Entertainments Cash Book.
(8) Bookstall Cash Book.
(9) Gymnasium Cash Book.
(10) Swimming Bath Cash Book.
(11) Games Cash Book.
(12) Library Cash Book.
(13) Magazine Cash Book.

Subsidiary Books and Forms.—

(1) Register of Members' Subscriptions.
(2) Membership Application Forms.
(3) Day School Registers.
(4) Classes Application Forms.
(5) Gymnasium Lockers Register.
(6) Receipt Book and Ticket Register.
(7) Receipt Book and Ticket Order Book.
(8) Wages Book.
(9) Wages Summary.
(10) Postage Books.
(11) Invoice Register.
(12) Salaries Register.
(13) Statements Book.
(14) Requisition Books.
(15) Order Book.

Organisation of Staff.—

The number of clerks forming the actual office staff would, of course, depend on the magnitude of the Institution, but the work would in the ordinary way be divided somewhat as follows:—

The general control of the Institute usually devolves upon the Secretary, who attends to the correspondence and superintends the management, seeing that the decisions and arrangements of the Governing Body and Committees are carried out, and, by keeping in touch with everyone and everything, rendering himself competent to advise and suggest as may be required. He must see that the work of each department is carried out efficiently, and yet must not lay himself open to the charge of interfering with the heads of the departments. In fact, it is not too much to say that upon him to a great extent depends the success or non-success of the Polytechnic as a whole.

The Chief Cashier will have under his control the Cash Books and Cash Inwards Book; he will receive from the Assistant Cashiers, and others who have to deal with cash takings, the amounts for which they become periodically responsible, satisfying himself that the amount in each case agrees with the departmental book forming a record of the same, and initialling in the book or paying-in slip for the cash. He will daily pay in to the Finance Banking Account all these moneys, and will attend to the making of payments from the Finance and Secretary's Accounts, writing out the cheques for signature by the Secretary or Finance Committee. It may also be convenient for him to keep the Petty Cash Book.

The Ledger Clerk, or Bookkeeper, whichever title may be bestowed on him, will have charge of the Invoice Book, Invoice Register, Statements Book, Journal, and Ledgers.

The Departmental Books relating to Entrance Fees, Subscriptions, Class, School, and Examination Fees, Entertainments and Gymnasium, will be kept by the Assistant Cashiers in the public office of the Institution, who may number half-a-dozen or more, as the requirements of the members and students may render

necessary. The other Departmental Books will be in the hands of the attendants in charge of the Refreshment Bar, Bookstall, Swimming Bath, Games Room, and Library.

Of the Subsidiary Books, the Registers of Members' Subscriptions and Scholars will dovetail in with the Members' Subscription and School Fee Cash Books, and will be in charge of the cashiers indicated above; the Gymnasium Lockers Register will be kept by the Gymnasium attendant; the Receipt Book Register and Ticket Order Book should be kept by the Secretary's clerk, the Secretary himself signing all authorisations for the supply of Tickets and Receipts. The Wages Book and Summary will be in charge of the Chief Cashier, and the Summary will be initialled each week by the Secretary, who will see that any alterations in the rate of pay, &c., are duly authorised. The Postage Book will be in charge of a junior as Post Clerk; the Invoice Register and Statements Book are under the control of the Chief Bookkeeper; the Salaries Register may be kept by him or the Chief Cashier; and the Order Book will be made out by the Secretary's clerk, and signed by him on Requisitions handed from departmental heads, who will each have a book of these at his disposal. There will be various Receipt Books and Tickets corresponding with the Departmental Cash Books, and these will be under the charge of the Cashiers and Departmental Attendants, the Chief Cashier having a General Receipt Book, and the teachers of the various Practical and Technical Classes each having a Class Miscellaneous Receipt Book for the acknowledgment of moneys received for sale of materials, &c., to students.

CHAPTER II.

CHIEF BOOKS.

1.—Finance Cash Book.—

THIS book will be entered up from the Finance Committee's Cheque Book and the Chief Cashier's Paying-in Book. The debit side will consist chiefly of items "As per Cash Inwards Book"—that is to say, the daily totals paid in by the Chief Cashier—but from time to time amounts will be received for which no heading is provided in the Cash Inwards Book, and these must be detailed in the Finance Cash Book. If several such items are banked at once, their total will appear in the Bank column on the debit side, and the separate amounts for posting will be shown in the column headed "Ledger."

The "Ledger" column on the credit or payment side may contain either a group of items forming one cheque (entered in Bank column), but posted separately, or else the total of several cheques (say for salaries), which are detailed in the Bank column, but collated into one total for posting.

This Cash Book should be balanced and agreed with the Bank Pass Book at monthly intervals, preferably on the date of the Finance Committee meeting, so that they may see the agreement of the bank balance.

1.—FINANCE CASH BOOK.

Dr. RECEIPTS. PAYMENTS. *Cr.*

Date	Name of Account	Particulars	Folio	Voucher No.	Ledger	Bank	Date	Name of Account	Particulars	Folio	Voucher No.	Ledger	Bank
					£ s d	£ s d						£ s d	£ s d

2.—Secretary's Cash Book.—

The only debit items in this book will be the balance (a round sum) brought forward each month (this account being worked on the Imprest system), and the cheque for the total expenditure of the month, which will be paid in from the Finance Committee Account, and so restore the balance to its original figure. On the credit side the column headed "Ledger" contains, as in the Finance Cash Book, the items to be posted to the Ledger Accounts, and the Bank column the amounts of the cheques in detail. Great care must be exercised, in writing out the cheques, to note on the counterfoils the proper account chargeable, as upon this depends the correctness of the Cash Books, and eventually of the Ledgers, so far as the allocation of expenditure is concerned. This Cash Book will also be agreed with its Bank Pass Book each month.

2.—SECRETARY'S CASH BOOK.

Dr. RECEIPTS. PAYMENTS. *Cr.*

Date	Amount from Finance C.B.	Folio	Bank	Date	Name of Account	Particulars	Folio	Voucher No.	Ledger	Bank
			£ s d						£ s d	£ s d

3.—Cash Inwards Book.—

The Cash Inwards Book contains columns for nearly every class of receipt likely to come in daily, and has on each page 31 lines, one for each day of the month, with space at the foot for totalling the columns. Each morning the Chief Cashier will enter in this book, on the line opposite the day of the month, the cash taken the day before for each heading or class of receipt. As he takes over the amount of coin from the Sub-Cashier he will initial in the latter's book (Classes Day Book, Games Book, Entrance Fees, &c., as the case may be) for the amount received. The total of the day's takings will be extended into the Total column at the extreme right of the page, and will be entered on the Paying-in Slip "Finance Account," and so find its way to the Finance Cash Book, the cash itself going into the bank. At the end of the month, the columns being all totalled and cross added to agree with the sum of "Total" column, the book will be ruled off. The total of each column will then be posted to the credit of its Ledger Account in the Educational or Social Department Ledger.

3.—CASH INWARDS BOOK.

Social Department.

Date	Entrance Fees	Members' Subscriptions	Gymnasium and Lockers	Library	Swimming Bath	Bookstall	Refreshment Bar	Magazine	Entertainments	Games	Railway Tickets	Subscriptions and Donations	Miscellaneous
	£ s d	£ s d	£ s d	£ s d	£ s d	£ s d	£ s d	£ s d	£ s d	£ s d	£ s d	£ s d	£ s d

Educational Department.

Practical and Trade	Engineering and Electrical	Art	Music	Science	Commercial and General	Boys' School	Girls' School	Exam. Fees	Class Sundries	Total
£ s d	£ s d	£ s d	£ s d	£ s d	£ s d	£ s d	£ s d	£ s d	£ s d	£ s d

4.—Invoice Book.—

As this book contains so many columns, it might be more convenient to have two Invoice Books—one for Educational and one for Social Department, but this could only be arranged where all Tradesmen's Accounts are sent in on separate invoices for the two departments. The invoices, after being dealt with as described on pages 4 and 5, are entered in the Invoice Book in numerical order from the invoice file. The tradesmen's names and short particulars are placed in the column so headed, and the total amount entered in Total column, the amount being allocated into one or more of the Analysis columns as may be necessary. At the end of the month, the book being totalled, the sum of all the Analysis columns will agree with the Total column: the total of each Analysis column will then be posted to the debit of its appropriate Ledger Account, and each item in the Total column will be credited to an account in the Tradesmen's Ledger, thus completing the double entry.

4.—INVOICE BOOK.

Social Department.

Date	Invoice No.	Tradesmen's Names	Folio	Total £ s d	Rent £ s d	Rates and Taxes £ s d	Insurance £ s d	Lighting £ s d	Fuel £ s d	Water £ s d	Repairs £ s d	Furniture £ s d	Repairs to Furniture £ s d	House Requisites £ s d	Entertainments £ s d	Refreshment Bar £ s d	Bookstall £ s d	Gymnasium £ s d	Library £ s d	Swimming Bath £ s d	Games £ s d	Railway Tickets £ s d	Magazine £ s d	Social Department Sundries £ s d

Educational Department.

Rent £ s d	Rates and Taxes £ s d	Insurance £ s d	Lighting £ s d	Fuel £ s d	Water £ s d	Repairs £ s d	Furniture £ s d	Repairs to Furniture £ s d	House Requisites £ s d	Practical Class Expenses £ s d	Engineering and Electrical £ s d	Art £ s d	Music £ s d	Science £ s d	Commercial £ s d	Boys' School £ s d	Girls' School £ s d	Class Sundries £ s d

5.—Petty Cash Book.—

In the Debit column of the Petty Cash Book the amount of cheque received from the Secretary is entered, and in the Credit columns the details of the expenditure allocated under the headings given. Any amount not so allocated is entered in the Ledger Account column and posted separately. At the end of the month the totals of the Analysis columns, and each item in the Ledger Account column, are posted to the debit of the respective Ledger Accounts, the difference between the Total column and the "Received" column is the Petty Cash in hand. As previously explained, the total amount expended each month will be refunded by a cheque drawn from the Secretary's Account, making up the original balance. Only two Analysis columns are shown, one for Educational Department and one for Social Department Sundries, as many items must go through the Ledger Account column to ensure correctness of allocation. For instance, if Class Fees are returned, and the payments made through Petty Cash, these must be charged to the Fee Account of the proper department, and so be posted to the Educational Ledger.

5.—PETTY CASH BOOK.

Date	Amount received	Particulars	Voucher No.	Total Expenditure	Social Department Sundries	Educational Department Sundries	Ledger Accounts	Folio	Amount for Ledger Accounts
	£ s d			£ s d	£ s d	£ s d			£ s d

6.—The Journal.—

This book will not come into use very much, except at balancing time, when all the closing entries will appear in it in full detail. It is, however, useful at odd times for cross entries, which may be necessary to correct wrong allocations in the columnar books. All Journal entries should be accompanied by full narrations—*i.e.*, explanatory notes—giving reference to date and folio of error corrected, reference to Letter Book, or other *raison d'être* for the entry.

6.—JOURNAL.

Date	Particulars	Folio	Debit	Credit
			£ s d	£ s d

7, 8, 9, and 10.—Ledgers "Social," "Educational," "Tradesmen's," and "Private."—

The two latter will be of ordinary double Ledger ruling, the Private Ledger with lock and key. The "Social" and "Educational" Department Ledgers are usually ruled in columnar form, so that each heading corresponds with one of the main divisions of income or expenditure and the columns with the sub-heads (as in the accompanying specimen page of Social Department Ledger). It is, however, questionable whether the advantage of grouping the headings in this way is not counter-balanced by the increased risk of wrong allocation in posting, and the additional time required to enter each figure in the Total as well as the Analysis columns. The adoption of ordinary Ledger rulings, with a separate account for each sub-heading, would necessitate books of somewhat greater thickness being used for the Departmental Ledgers, but the accounts would be presented in simpler form, and, in the event of any alteration or fresh grouping of the headings becoming necessary, the introduction of such changes would be a much easier matter.

7.—SOCIAL DEPARTMENT LEDGER (Specimen Page).

Dr.— 125. PRINTING, &c. 125.—*Cr.*

Date	Particulars	Folio	Printing	Advertising	Postages	Stationery	Total	Date	Particulars	Folio	Printing	Advertising	Postages	Stationery	Total
			£ s d	£ s d	£ s d	£ s d	£ s d				£ s d	£ s d	£ s d	£ s d	£ s d

CHAPTER III.

DEPARTMENTAL BOOKS.

No. 1.—Entrance Fee Book.—

THIS book is entered up daily from the Membership Application Forms, and is a permanent record of all applicants for membership. The fees are entered, from the counterfoils of the Entrance Fee Receipt Book, in the column headed Amount, and at the end of the day the total is carried into the outer Cash column and paid in to the Chief Cashier, who initials for the amount, and enters it in his Cash Inwards Book.

1.—ENTRANCE FEE BOOK.

Date	Number	Name	Address	Occupation	If Member before	If Apprentice	Age	Receipt No.	Amount	Total	Cashier's Initials
									£ s d	£ s d	

2.—Members' Subscription Book.—

This book is entered up daily from the counterfoils of members' tickets sold, columns being provided for each class of ticket, and for cases, duplicates, and special tickets. The amounts are summarised into the Total column, and paid in for entry in the Cash Inwards Book.

2.—MEMBERS' SUBSCRIPTION BOOK.

Date	Member's Number	Name	Monthly		Quarterly		Yearly		Honorary		Cases		Duplicates		Special		Total	Initials
			Ticket No.	Amount	Ticket No.	Amount	Ticket No.	Amount	Ticket No.	Amount	Ticket No.	Amount	Ticket No.	Amount	Ticket No.	Amount		
				£ s d		£ s d		£ s d		£ s d		£ s d		£ s d		£ s d		

3.—Class Fee Book.—

This book is entered up from the counterfoils of the Class Tickets. The amount paid for each section is entered in its proper column, and the total of the ticket in Total column. At the end of the day's entries the columns are all totalled, and the sum of the sectional column totals will agree with the addition of the total column. The amount of cash taken is handed to the Chief Cashier, who initials for the same, and enters up in his Cash Inwards Book the totals of the *sectional columns.*

3.—CLASS FEE BOOK.

Date	Number	Name	Subject	Receipt No.	Practical and Trade			Engineering and Electrical			Art			Music			Science			Commercial and General			Total			Initials
					£	s	d	£	s	d	£	s	d	£	s	d	£	s	d	£	s	d	£	s	d	

4.—School Fee Book.—

The entries in this book must be made direct, as the School Fees are paid from time to time, the arrangement of the School Fee Receipt Books (of which a specimen page is given) not allowing the receipts to be given out in consecutive order. At the end of each day the columns will be totalled and agreed, as in the case of the Class Fee Book, and the amounts entered in the Cash Inwards Book under the columns for Boys' and Girls' Schools respectively. It will be noted that a column is given for School Number as well as Receipt Number, each scholar being given a number when first joining the school, which is retained until the time of leaving, and then taken by the next new scholar, so that vacant numbers are kept in use.

The School Fee Receipt Books are entered up at the commencement of each term from the School Registers, and the "account," or outer parts, torn out and sent to the parents.

4.—SCHOOL FEE BOOK.

Date	Name	Address	School No.	Ticket No.	Boys			Girls			Total			Initials of Cashier
					£	s	d	£	s	d	£	s	d	

DAY SCHOOL RECEIPT BOOK (BOYS OR GIRLS).

No.....

School No.....

Date.....

Term ending.....

Name.....

Amount.....

Date Account sent.....

Date 2nd Notice sent.....

Date Account paid.....

Received by.....

School Fee Book folio ....

THE _____ POLYTECHNIC

DAY SCHOOL FOR.....

No.. School No... Date..

Term ending.....

Name.....

School Fees ..

Extras ..

£

Received the above amount,

STAMP.

Date of 2nd Notice.....

THE _____ POLYTECHNIC

DAY SCHOOL FOR.....

No... School No... Date..

Term ending.....

Name.....

School Fees ..

Extras ..

£

I beg to call your attention to the above account due on..... which is now still unpaid. Unless payment is made forthwith your..... can no longer remain at School.

.....*Secretary.*

To M.....

THE _____ POLYTECHNIC

DAY SCHOOL FOR.....

No... School No... Date..

Term ending.....

To M.....

Kindly remit the amount of under-mentioned Fees for the Term opening on .....next. No Student whose Fees are unpaid is allowed to attend the School beyond the first fortnight of the Term.

School Fees ..

Extras ..

£

Notice of withdrawal must be given before the half term or half fees are charged.

5.—Examination Fee Book.—

This is entered up from Examination Fee Receipt counterfoils, the items being entered in the column headed "Details," and carried into the Total column at the end of the day, when the amount taken is handed over to be paid in to the bank. If necessary, this book could be used as a Register of Entrance Names for the different examinations by starting various pages under the heading of the Examination Date and Subject, and selecting for entry from the receipts all those for that particular examination, afterwards going on to the next, and so on. In this case the column headed "Date of Exam." would not be used.

5.—EXAMINATION FEE BOOK.

Date	Name	Examination	Student's Number	Date of Exam.	Ticket No.	Details	Total	Cashier's Initials
						£ s d	£ s d	

6.—Refreshment Bar Cash Book.—

This book is a record of each day's takings at the bar, the items being entered in the Amount column from the tickets, and totalled for payment in to the bank. It is kept by the attendant in charge of the bar.

If the supply of refreshments is not worked by contract, or through a caterer, it will be necessary for the refreshment bar attendant to have an Expense Book, in which all daily purchases will be entered. This should be worked on the Imprest system, a cheque for a round sum being supplied from the Secretary's Account.

Very often, however, the whole working of the bar is let to a caterer, who pays a fixed rent, and makes what profit he can from the supply of refreshments.

6.—REFRESHMENT BAR CASH BOOK.

Date	Number of Receipt	Amount	Total	Initials
		£ s d	£ s d	

7.—Lectures and Entertainments Cash Book.—

This book forms a record of the Tickets printed, issued, sold, and returned for each entertainment, it being generally more convenient to use loose tickets for sale at the doors than any form of counterfoil. From the number sold at each different price the amount of cash can easily be calculated, and, being then totalled into one amount, is paid over to the Chief Cashier.

7.—LECTURES AND ENTERTAINMENTS CASH BOOK.

Date	Subject	No. of Tickets Printed	To whom given out	Number issued	Number Returned	Number Sold	Price	Amount	Total	Initials
								£ s d	£ s d	

8.—Bookstall Cash Book.—

If tickets or vouchers of any kind are used for the bookstall sales their numbers will appear consecutively in this book, the amount being totalled each day for banking. More often it is the case that no direct check on the cash taken is instituted, and this book will then contain the amount of the day's takings as appearing in the till (less cash supplied for change at the beginning of the day). In that case a check on the bookstall attendant may be obtained by keeping a record of all stock supplied to him in a special book. By working out the selling prices of the various articles—such as school writing materials and the different books supplied—an accurate account of the takings for a particular period can be obtained, of course allowing credit for the stock in the attendant's keeping at the end of the time. The bookstall is frequently sub-let to a bookseller for a fixed annual rent.

8.—BOOKSTALL CASH BOOK.

Date	Particulars	Amount	Total	Initials
		£ s d	£ s d	

9.—Gymnasium Cash Book.—

This book is written up from the Gymnasium Tickets and Lockers Counterfoil Receipt Book, and totalled at frequent intervals for payment in to the bank, as with the other Departmental Cash Books.

9.—GYMNASIUM CASH BOOK.

Date	Mem. No.	Name	Gymnasium Ticket	Amount	Locker Receipt	Amount	Total	Initials
				£ s d		£ s d	£ s d	

10.—Swimming Bath Cash Book.—

This book will most conveniently be kept by the bath attendant, and written up from the counterfoils of his Receipt Books. He will enter in the first column under the heading "Members" the opening and closing numbers of the day's ticket sales, and the same for the other class of tickets, under the heading "Non members." The amount of cash taken in each case is easily calculated, and carried into its column; the two columns are totalled, and the amount banked by the Chief Cashier as usual. If, however, the non-members' tickets are sold at the counter in the Institution's General Office, it will be better for this book to be in charge of one of the clerks there, and for the bath attendant to account each day for the members' tickets sold by him, and to hand over the cash to the clerk in question, who will initial the last ticket issued from his (the bath attendant's) Receipt Book.

10.—SWIMMING BATH CASH BOOK.

Date	Number of Receipts Members		Amount	Number of Receipts Non-Members		Amount	Total	Initials
	From	To	£ s d	From	To	£ s d	£ s d	

11.—Games Cash Book.—

This book will be kept by the attendant in charge of the billiard and bagatelle tables, so much being charged for each game, and a ticket given from his Counterfoil Book. The commencing and closing numbers for the day being entered in the Takings Book, the amount of cash is calculated out and entered in Amount column. The book to be totalled daily, and the cash handed to the Chief Cashier for payment in to the bank.

11.—GAMES CASH BOOK.

Date	Commencing number of Tickets	Closing number of Tickets	Amount			Total			Initials
			£	s	d	£	s	d	

12.—Library Cash Book.—

This book will be entered up from the Librarian's Receipt Book, which will be used either for subscriptions, deposits, or fines. Deposits Returned will appear in the Petty Cash Book, the Petty Cashier being authorised to refund the amounts by production of the original receipt, cancelled with the Librarian's stamp to show that the name has been removed from his Register.

12.—LIBRARY CASH BOOK.

Date	Name	Number	Receipt Number	Amount	Total	Cashier's Initials
				£ s d	£ s d	

13.—Magazine Cash Book.—

This book forms a record of the number of copies of the Institution's Magazine printed and sold. It will be kept by the bookstall attendant, and the cash handed over by him to the Chief Cashier, who initials for the same; or he might include the amount in his Bookstall Takings Book, and so pay the two totals in together; but the amounts should in any case be entered separately in the Cash Inwards Book.

13.—MAGAZINE CASH BOOK.

Date	Number Printed	To whom given out	Number given out	Number returned	Number sold	Amount	Total	Initials	Remarks
						£ s d	£ s d		

CHAPTER IV.

SUBSIDIARY BOOKS.

1.—Register of Members' Subscriptions.—

THIS Book is ruled to show each member's payments for a year, and is useful as a consecutive list of all the members, besides showing those whose subscriptions are in arrear, and who will have to pay fines or be removed from the list. It is kept closely written up from the Members' Subscription Book.

1.—REGISTER OF MEMBERS' SUBSCRIPTIONS.

Member's Number	Name	Class of Membership	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.

2.—Application Forms (Membership.)—

These forms are filled up and signed by intending members on their making application for admission. The forms are then filed, and the particulars given in them are entered in the Entrance Fee Book.

2.—APPLICATION FORM (MEMBERSHIP).

THE ——— POLYTECHNIC.

FORM OF APPLICATION FOR MEMBERSHIP. CANDIDATES MUST BE BETWEEN 18 AND 25.

Name (in full).....
Postal Address.....
Age last Birthday.....
Occupation .....
If Apprentice.....
If Member before.....
Proposed by.....
Do you wish an Annual, Quarterly, or Monthly Ticket?.....

Declaration by Candidate.—If admitted, I hereby agree to conform to the rules as made from time to time by the Governors of THE ——— POLYTECHNIC.

Date.....Signature.....

3.—Day School Registers.—

These Registers contain consecutive lists of the scholars in the boys' and girls' schools respectively, and are written up afresh each term. From these Registers the counterfoils of the Fees Receipt Book (which is an Account Book and Receipt Book in one) are written up, and the "account" parts sent to the parents before the commencement of each term, the "second notices" being sent to those who do not pay their fees within a fortnight of the opening of the term, and the "receipt" part used when the account is settled.

3.—DAY SCHOOL REGISTER (BOYS AND GIRLS).

Number	Name	Date of Joining	Age last Birthday	Date of Birthday	Last School	Division entered	Amount of Fee	Name of Parent	Address of Parent	Date of Leaving	Age of Leaving	Remarks
							£ s d					

4.—Class Entry Forms.—

These forms are filled in by intending students, and, from the particulars given, the cashiers make out the receipts for the fees paid. The forms are then filed for entry in the Class Registers, which are provided for the use of the teaching staff.

4.—CLASS ENTRY FORM.

THE ——— POLYTECHNIC.

CLASS ENTRY FORM. SESSION 1901.

Name (in full).....
Address.....
Age.....
Occupation .....
If Apprentice .....
Employer's Name .....
Employer's Address .....
If Member..... Membership Number.....
Proposed Subjects of Study .....
.....
If in attendance last Session.....

Declaration by Student Applicant—If admitted, I hereby undertake to conform to the Rules concerning Students made from time to time by the Governors of The ———— Polytechnic.

Date..... Signature.....

5.—Gymnasium Lockers Register.—

This is a record of the lockers under their respective numbers, showing by which members they are held for the time being.

5.—GYMNASIUM LOCKERS REGISTER.

No	Date	Member's Number and Name	Date	Member's Number and Name	Date	Member's Number and Name	Date	Member's Number and Name	Date	Member's Number and Name
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										

6.—Receipt Book and Ticket Register.—

This book should be kept by the Secretary, or some other responsible person, the stock of tickets and Counterfoil Receipt Books being carefully stored in a strong room or safe, to which only the person keeping the Register should have access. A page of the Register is given for each form of Receipt Book or ticket—such as Entrance Fees Receipt Books, Membership Tickets, Classes Receipt Books, Swimming Bath Tickets, &c., &c. When a batch of tickets or Receipt Books comes in from the printers, the particulars are entered in this book under the heads of Date, Number of Book, Ticket Order Book folio, and consecutive numbers of receipts or tickets:

they are then stored with the other stock. When some are required for use they are given out from the stock, and the date of issue noted in this book, which is initialled by the person to whom they are given. Care must be taken that they are given out consecutively, so that the numbers can be easily checked, if required, from the Departmental Books. Any tickets or receipts not used should be returned to the person who keeps the Register, and these, if obsolete, should not be destroyed until they have been submitted to the auditor.

6.—RECEIPT BOOK & TICKET REGISTER.

CLASS OF TICKETS OR RECEIPTS.....

Date Stocked	Book Number	Ticket Order Book Folio	From Number	To Number	Date Issued	Initials	Date Returned	Initials	Audit Note	Remarks

7.—Receipt Book and Ticket Order Book.—

The use of this book ensures the entry of all Receipt Books and Tickets in the Register kept for that purpose, and renders it difficult for any clerk to order a Book of Receipts to be used on his own behalf, and without accounting for the cash so obtained.

7.—RECEIPT BOOK & TICKET ORDER BOOK.

No.....	No..... Date.....
Date.....	THE———POLYTECHNIC.
Printer.....	To Messrs.....
Description.....	Please supply.....Tickets,
	or Receipt Books, numbered from.....
Number.....	to.....
From.....	Signature of Secretary.....
To.....	*No order* for *Receipt Books Tickets or new Ticket Order Book* to be recognised unless on this form, and signed by the Secretary of The ——— Polytechnic.
Signature.....	

8.—Wages Book.—

A page of this book is allotted to each person receiving weekly wages, and the particulars of his appointment, &c., entered in the spaces provided. Each week the date and amount to be paid are entered in the columns below, and the *employé* signs opposite the amount on receiving the cash from the Chief Cashier.

8.—WAGES BOOK.

Name.....
Address.....
Position.....
Date of Appointment .....
Date of Discharge.....
Remarks .....

Date	Amount	Signature
	£ s d	

9.—Wages Summary.—

This book forms an analysis of the Wages Book. The names will be entered in lists corresponding with the departments in which the men are employed, each list being totalled separately, and a Summary being made at the end of the lists, showing total wages chargeable under the heading of each department. A cheque being drawn from Secretary's Account for the whole amount, is paid away by the Chief Cashier, the men signing each on his own page in the Wages Book. Care must be taken that full particulars of the amount chargeable to each department are entered on the counterfoil of the Cheque Book, so that they may appear in the Secretary's Cash Book.

The book is so designed that the names need only be written at the commencement of each quarter, there being thirteen Cash columns opposite the column for names.

9.—WAGES SUMMARY.

To be Headed with the Thirteen Weeks of the Quarter.

Number	Name	£ s d	£ s d	£ s d	£ s d	£ s d	£ s d	£ s d	£ s d	£ s d	£ s d	£ s d	£ s d	£ s d	£ s d

10.—Postage Books.—

As the postage of a Polytechnic forms a considerable item of expense, from the number of circulars and notices to be sent to members and students, it is advisable to furnish the postage clerk with an amount of cash on the Imprest system, to be accounted for at weekly or monthly intervals. All cash received will be entered in the debit column, and the details of letters stamped or franked appear on the credit side. The difference between the debit and credit Cash columns at any time will show the amount of stamps in hand, and this should be frequently checked by another clerk, and the balance initialled if found correct. The columns for " Time of posting " and " Person responsible for posting " will be found very useful in case of late delivery of letters.

10.—POSTAGE BOOKS. (EDUCATIONAL AND SOCIAL.)

Cash Received	Date	Name	Address	Amount	Time of Posting	Posted by
£ s d				£ s d		

11.—Invoice Register.—

In this book are entered all invoices as they are received from tradesmen, and before they are handed to the departmental heads for checking. When returned as being correct the date is noted in the column provided for that purpose, and the

invoice is entered in the Invoice Book, the folio being noted in the right-hand column of the Register.

11.—INVOICE REGISTER.

Date Received	Number	Tradesman's Name	Department Charged	Amount	Date Returned by Departmental Head Checked	Invoice Book Folio
				£ s d		

12.—Salaries Register.—

A record of all teachers and officers of the Institution receiving monthly, quarterly, or annual salaries. From this book the cheques are made out for payment. It must be kept closely written up, and any changes noted at once.

12.—SALARIES REGISTER.

Name.....

Address.....

Appointed..... Minute Book Folio.....

Position.....

Annual Salary.....

Monthly Amount.....

Notice to be given.....

Appointment terminated.....

Remarks.....

13.—Statements Book.—

All Statements of Account received from tradesmen, after they have been compared with the Tradesmen's Ledger and found correct, should be entered in this book. From these entries the cheques are made out for signature at the monthly meetings of the Finance Committee.

13.—STATEMENTS BOOK.

No.	Date received	Period covered	Name of Tradesmen	Amount	Date checked with Tradesmen's Ledger	Remarks
				£ s d		

14.—Requisition Books.—

One of these carbon books will be supplied to each departmental head, or other person requiring goods to be ordered. The Requsition Form being made out and handed to the Secretary, he will then make out the order and forward it to the tradesman indicated, provided, of course, he considers the order proper and necessary for the work of the department.

14.—REQUISITION BOOK (Carbon Copying).

Name of Department.....

To the Secretary.

Dear Sir,

Kindly order for above department the following goods, and oblige,

Yours truly,

Signature (Head of Department),.....

Number of Articles	Description	Tradesman's Name	Address	Estimated Cost
				£ s d

15.—Order Book.—

The form of this book sufficiently indicates its use. The Secretary should be the only person empowered to order goods for the Institution.

15.—ORDER BOOK (Carbon Copying).

THE————POLYTECHNIC.

Date.....

To Messrs.....

Address.....

Kindly supply the undermentioned goods, and oblige,

Yours truly,

Signature of Secretary.....

Number of Articles Required	Description	Price	To be sent per Rail or otherwise
		£ s d	

All Invoices and Statements to be addressed to the Secretary.

CHAPTER V.

In this chapter the existence of an established Institution known as The Model Polytechnic is assumed, and the annual Balance Sheet and Income and Expenditure Accounts are given in detail (round figures being used), together with the Trial Balance of the books from which they are drawn up.

(It may be mentioned here that the accounts of most of the London Polytechnics have been since 1895 made up to 31st July in each year, that date having been chosen to ensure uniformity, and to provide for the inclusion of all grants earned up to the end of June in the year.)

It will be seen that the items of the Departmental Income and Expenditure Accounts correspond in nearly every case with the debit and credit figures in the Educational and Social Ledger Balances, the only accounts requiring adjustment being those for Railway Tickets, Bookstall, Refreshment Bar, and Entertainments, in each of which there is a balance of stock-in-hand to be brought down. The Profit and Loss Accounts of the last three are given in detail, after analysing the Ledger Accounts, and their balances carried to the Social Department Income and Expenditure Account.

With regard to the Private Ledger balances, it is assumed that the buildings of The Model Polytechnic have been specially erected and equipped for the purposes of the Institution, but that sufficient funds have not as yet been collected to

place the buildings entirely free of debt, and a balance remains due on mortgage of £5,000. When this has been liquidated, the Capital Accounts will be closed, and the items no longer appear in the annual Balance Sheet.

An amount representing 5 per cent. of the cost of the boilers, engines, and dynamos fitted for the Engineering Workshop, and for heating purposes, is set aside each year for Renewals, and a small percentage (½ per cent.) on the cost of the buildings has been set aside and invested in like manner for the purpose of creating a fund available for special repairs. All ordinary repairs and maintenance charges are treated as part of the regular expenditure, and these funds are only provided for purposes of an *extraordinary* character.

The lease of the ground upon which the buildings are erected is retained in the Balance Sheet at its full cost. At a later date, when the time unexpired is reduced to sixty years, a Sinking Fund will be opened to provide for its replacement at the end of the full term.

The General Income and Expenditure Account is composed, on the debit side, of the balances brought from the Educational and Social Departmental Accounts, Interest and Bank Charges (being the balance standing to the debit of that account in the Private Ledger), and the proportions carried to the Reserve Funds for the year (which do not appear in the Trial Balance). On the credit side the account contains the General Grants (*i.e.*, those not specifically allocated as for Educational or Social purposes), and the Donations from private individuals who are interested in the Institution. Donations specially given for the Building Fund have been used to repay part of the mortgage loan, and appear on the Balance Sheet as an addition to the Building Fund and a deduction from the mortgage.

The Balance Sheet shows the Capital Accounts on either side, making equivalent totals, the Repairs Funds and the Investments representing the same (it is to be noted that the last proportions set aside have not yet been invested), Creditors as per Tradesmen's Ledger and Suspense Account, and the Cash, Stocks, and Sundry Debtors, the balance being that brought down in the General Income and Expenditure Account in the Private Ledger, and representing the deficit on the working of the Institution up to that date.

THE MODEL POLYTECHNIC.

TRIAL BALANCE, 31st July 1901.

SOCIAL DEPARTMENT LEDGER BALANCES.

Fol.		Dr. £ s d	Cr. £ s d
1	Rent	125 0 0	
5	Rates and Taxes	325 0 0	
10	Insurance	50 0 0	
15	Lighting	150 0 0	
20	Fuel	200 0 0	
25	Water	175 0 0	
30	Salaries and Wages	850 0 0	
35	Repairs to Buildings	500 0 0	
40	Furniture	150 0 0	
45	Repairs to Furniture	260 0 0	
50	Household Requisites	95 0 0	
55	Entertainments	250 0 0	240 0 0
60	Refreshment Bar	55 0 0	60 0 0
65	Bookstall	70 0 0	45 0 0
70	Gymnasium	155 0 0	145 0 0
75	Library	205 0 0	75 0 0
80	Swimming Bath	120 0 0	150 0 0
90	Games	50 0 0	25 0 0
95	Magazine	180 0 0	150 0 0
100	Special Railway Tickets	250 0 0	205 0 0
105	Entrance Fees	..	50 0 0
110	Membership Subscriptions	..	1,250 0 0
115	Miscellaneous Receipts	..	55 0 0
120	Sundry Expenses	115 0 0	
125	Printing	200 0 0	
130	Advertising	250 0 0	
135	Postages	150 0 0	
140	Stationery	120 0 0	
145	Grants to Clubs	60 0 0	
		£5,110 0 0	£2,450 0 0

EDUCATIONAL DEPARTMENT LEDGER BALANCES.

Fol.		Dr. £ s d	Cr. £ s d
1	Rent	300 0 0	
5	Rates and Taxes	800 0 0	
10	Insurance	100 0 0	
15	Lighting	400 0 0	
20	Fuel	400 0 0	
25	Water	250 0 0	
30	Office Salaries and Wages	1,600 0 0	
35	Repairs to Buildings	500 0 0	
40	Furniture	100 0 0	
45	Repairs to Furniture	55 0 0	
50	Household Requisites	50 0 0	
55	Practical and Trade Classes Expenses	55 0 0	
60	do. Salaries	400 0 0	
65	do. Fees	..	400 0 0
70	Engineering and Electrical Class Expenses	245 0 0	
75	do. Salaries	800 0 0	
80	do. Fees	..	800 0 0
85	Art Classes Expenses	200 0 0	
90	do. Salaries	650 0 0	
95	do. Fees	..	450 0 0
100	Musical Classes Expenses	50 0 0	
105	do. Salaries	300 0 0	
110	do. Fees	..	450 0 0
115	Science Classes Expenses	155 0 0	
120	do. Salaries	405 0 0	
125	do. Fees	..	405 0 0
130	Commercial and General Classes Expenses	65 0 0	
135	do. Salaries	650 0 0	
140	do. Fees	..	1,000 0 0
145	Boys' School Expenses	350 0 0	
150	do. Salaries	1,005 0 0	
155	do. Fees	..	955 0 0
160	Girls' School Expenses	200 0 0	
165	do. Salaries	700 0 0	
170	do. Fees	..	506 0 0
175	Examination Fees	150 0 0	140 0 0
180	Classes Sundry Receipts	..	100 0 0
185	do. Expenses	250 0 0	
190	Educational Grants	..	5,310 0 0
195	Equipment Grants	..	750 0 0
200	Scholarships	350 0 0	
205	Printing	400 0 0	
210	Advertising	300 0 0	
215	Postages	150 0 0	
220	Stationery	200 0 0	
225	Equipment and Special Apparatus	800 0 0	
		£13,385 0 0	£11,266 0 0

PRIVATE LEDGER BALANCES.

Fol.		*Dr.* £ s d	*Cr.* £ s d
1	Buildings	30,000 0 0	
2	Engines, Boilers, and Dynamos.. ..	1,000 0 0	
5	Lease	10,000 0 0	
10	Mortgage	..	5,000 0 0
15	Interest and Bank Charges	365 0 0	
20	Contributions and Donations	..	700 0 0
25	Contributions to Building Fund.. ..	..	1,000 0 0
30	Building Fund	..	35,000 0 0
35	General Purposes Grants..	..	4,000 0 0
40	General Income and Expenditure Account	1,000 0 0	
45	Suspense Account	..	250 0 0
70	Repairs Fund (Buildings)	..	500 0 0
75	do. (Engines, &c.)	..	400 0 0
80	Repairs Fund (Buildings) Investments..	500 0 0	
85	do. (Engines, &c.) do. ..	400 0 0	
		£ 43,265 0 0	46,850 0 0

SUMMARY OF LEDGER BALANCES.

	£ s d	£ s d
Social Department Ledger	5,110 0 0	2,450 0 0
Educational Department Ledger	13,385 0 0	11,266 0 0
Private Ledger	43,265 0 0	46,850 0 0
Tradesmen's Ledger	100 0 0	1,940 0 0
Finance Cash Book Balance	436 0 0	
Secretary's do. do.	200 0 0	
Petty do. do.	10 0 0	
	£ 62,506 0 0	62,506 0 0

INCOME & EXPENDITURE ACCOUNT (EDUCATIONAL DEPARTMENT),

Dr. For the Financial Year ending 31st July 1901. *Cr.*

	£ s d	£ s d		£ s d	£ s d
To Establishment Charges—			By Class Fees—		
Ground Rents	300 0 0		Practical, &c.	400 0 0	
Rates and Taxes	800 0 0		Engineering, &c.	800 0 0	
Insurance	100 0 0		Art	450 0 0	
Lighting	400 0 0		Music	450 0 0	
Fuel	400 0 0		Science	405 0 0	
Water	250 0 0		Commercial, &c.	1,000 0 0	
Office Salaries and Wages	1,600 0 0				3,505 0 0
Repairs to Buildings ..	500 0 0		By Day School Fees—		
New Furniture	100 0 0		Boys' School	955 0 0	
Repairs to Furniture ..	55 0 0		Girls' School	506 0 0	
Household Requisites ..	50 0 0				1,461 0 0
		4,555 0 0	By Sundry Receipts	..	100 0 0
To Classes Expenses—			By Grants—		
Practical and Trade ..	55 0 0		Maintenance	4,000 0 0	
Engineering, &c.	245 0 0		Science and Art	560 0 0	
Art	200 0 0		Day School	750 0 0	
Music	50 0 0		Equipment	750 0 0	
Science	155 0 0				6,060 0 0
Commercial, &c.	65 0 0		By Examination Fees	..	140 0 0
Class Sundries	250 0 0				
		1,020 0 0			
To Day School Expenses—					
Boys' School	350 0 0				
Girls' School	200 0 0				
		550 0 0			
Carried forward ..	..	6,125 0 0	Carried forward ..	..	£11,266 0 0

Dr. INCOME & EXPENDITURE ACCOUNT (EDUCATIONAL DEPARTMENT).—*continued.* *Cr.*

	£ s d	£ s d		£ s d	£ s d
Brought forward ..	..	6,125 0 0	Brought forward ..	..	11,266 0 0
To Class Salaries—			By Balance, being excess of Expenditure over Income for the financial year ending 31st July 1901, carried to General Income and Expenditure Account ..	..	2,119 0 0
Practical, &c.	400 0 0				
Engineering, &c.	800 0 0				
Art	650 0 0				
Music	300 0 0				
Science	405 0 0				
Commercial, &c.	650 0 0				
		3,205 0 0			
To Day School Salaries—					
Boys' School	1,005 0 0				
Girls' School	700 0 0				
		1,705 0 0			
To Printing, &c.—					
Printing	400 0 0				
Advertising	300 0 0				
Postages	150 0 0				
Stationery	200 0 0				
		1,050 0 0			
To Scholarships	..	350 0 0			
„ Examination Fees ..	..	150 0 0			
„ Equipment and Special Apparatus	..	800 0 0			
		£13,385 0 0			£13,385 0 0

INCOME AND EXPENDITURE ACCOUNT (Social Department),

Dr. For the Financial Year ending 31st July 1901. *Cr.*

	£ s d	£ s d		£ s d	£ s d
To Establishment Charges—			By Membership Receipts—		
Ground Rents	125 0 0		Entrance Fees	50 0 0	
Rates and Taxes	325 0 0		Subscriptions	1,250 0 0	
Insurance	50 0 0				1,300 0 0
Lighting	150 0 0		By Departmental Receipts—		
Fuel	200 0 0		Gymnasium	145 0 0	
Water	175 0 0		Library	75 0 0	
Office Salaries and Wages	850 0 0		Swimming Bath	150 0 0	
Repairs to Buildings ..	500 0 0		Games	25 0 0	
New Furniture	150 0 0		Magazine	150 0 0	
Repairs to Furniture ..	260 0 0				545 0 0
Household Requisites ..	95 0 0		By Profit and Loss Accounts—		
		2,880 0 0	Bookstall (profit)	25 0 0	
To Departmental Expenses—			Refreshments (profit) ..	10 0 0	
Gymnasium	155 0 0			35 0 0	
Library	205 0 0		*Less* Entertainments (loss)	10 0 0	
Swimming Bath	120 0 0				25 0 0
Games	50 0 0		By Sundry Receipts	..	55 0 0
Magazine	180 0 0				1,925 0 0
Grants to Clubs	60 0 0				
		770 0 0	By Balance, being excess of Expenditure over Income for the financial year ending 31st July 1901, carried to General Income and Expenditure Account ..	..	2,560 0 0
To Printing, &c.—					
Printing	200 0 0				
Advertising	250 0 0				
Postages	150 0 0				
Stationery	120 0 0				
Sundry Expenses	115 0 0				
		835 0 0			
		£4,485 0 0			£4,485 0 0

BOOKSTALL ACCOUNT.

Dr. PROFIT AND LOSS ACCOUNT for the Twelve Months ending 31st July 1901. *Cr.*

	£ s d		£ s d
To Stock, 1st August 1900	10 0 0	By Sales	45 0 0
,, Purchases	35 0 0	,, Stock, 31st July 1901	50 0 0
,, Wages	25 0 0		
,, Balance, being Profit for the financial year carried to Social Department Income and Expenditure Account ..	25 0 0		
	£95 0 0		£95 0 0

REFRESHMENT BAR ACCOUNT.

Dr. PROFIT AND LOSS ACCOUNT for the Twelve Months ending 31st July 1901. *Cr.*

	£ s d		£ s d
To Stock, 1st August 1900	6 0 0	By Takings (Day)	20 0 0
,, Purchases	25 0 0	,, Takings (Evening)	40 0 0
,, Wages	20 0 0	,, Stock, 31st July 1901	5 0 0
,, Incidental Expenses..	4 0 0		
,, Balance being Profit for the financial year carried to Social Department Income and Expenditure Account	10 0 0		
	£65 0 0		£65 0 0

ENTERTAINMENTS ACCOUNT.

Dr. PROFIT AND LOSS ACCOUNT for the Twelve Months ending 31st July 1901. *Cr.*

	£ s d		£ s d
To Artistes' Fees	150 0 0	By Sale of Tickets	210 0 0
,, Rent and Lighting of Hall	50 0 0	,, Sale of Programmes..	30 0 0
,, Printing and Advertising	20 0 0	,, Balance, being Loss for the financial year carried to Social Department Income and Expenditure Account	10 0 0
,, Attendants	20 0 0		
,, Incidental Expenses..	10 0 0		
	250 0 0		250 0 0

INCOME AND EXPENDITURE ACCOUNT (GENERAL),

Dr. For the Financial Year ending July 31st 1901. *Cr.*

	£ s d	£ s d		£ s d	£ s d
To Deficits—			By General Income—		
Educational Department..	2,119 0 0		Grants	4,000 0 0	
Social Department ..	2,560 0 0		Donations	700 0 0	
		4,679 0 0			4,700 0 0
,, Repairs Funds—			,, Balance, being excess of Expenditure over Income for the financial year ending 31st July 1901, carried to Balance Sheet		
Buildings	150 0 0				
Machinery	50 0 0				
		200 0 0			
,, Interest and Bank Charges..	..	365 0 0		..	544 0 0
		£5,244 0 0			£5,244 0 0

Dr. BALANCE SHEET, 31st July 1901. *Cr.*

To Capital Accounts—	£ s d	£ s d	£ s d	By Capital Accounts (at cost)—	£ s d	£ s d
Building Fund :				Lease	10,000 0 0	
As per last Account ..	35,000 0 0			Buildings	30,000 0 0	
Add Contributions since	1,000 0 0			Machinery	1,000 0 0	
		36,000 0 0				41,000 0 0
Mortgage:				By Investments of Repairs Funds		
As per last Account ..	6,000 0 0			Local Loans Stock ..	..	1,000 0 0
Less paid off since ..	1,000 0 0			By Cash—		
		5,000 0 0		Finance Account	436 0 0	
To Repairs Funds—			41,000 0 0	Secretary's Account ..	200 0 0	
Buildings:				Petty Cash	10 0 0	
As per last Account ..	750 0 0					646 0 0
Add ½% for the year ..	150 0 0			By Stocks—		
		900 0 0		Railway Tickets	45 0 0	
Machinery :				Bookstall	50 0 0	
As per last Account ..	250 0 0			Refreshment Bar	5 0 0	
Add 5% for the year ..	50 0 0					100 0 0
		300 0 0		By Sundry Debtors—		
			1,200 0 0	As per Tradesmen's Ledger	..	100 0 0
To Creditors—				By General Income and Expenditure Account—		
As per Tradesmen's Ledger		1,940 0 0		As per last Account ..	1,000 0 0	
Suspense Account to cover Proportion of Establishment Charges for 1 month (estimated)		250 0 0		*Add* Deficit for the twelve months	544 0 0	
			2,190 0 0			1,544 0 0
			£44,390 0 0			£44,390 0 0

The form of certificate applicable to the accounts thus set out would be as follows:—

> We have duly audited and vouched the Books of The Model Polytechnic for the twelve months ending 31st July 1901, and we hereby certify that the above Balance Sheet and accompanying Accounts are in accordance therewith, and in our opinion they show fully and fairly the working of the Institution for the twelve months and its position at the date of the Balance Sheet.
>
> (Signed) ..... *Auditors*,
>
> 30*th September* 1901. Chartered Accountants.

In order to make the accounts as useful to the officers and Governors as possible, and facilitate comparison with previous years' working, it is usual to place in red ink, in the margin of the Income and Expenditure Accounts, the figures for the previous twelve months. Alternately, a comparative statement is prepared separately, setting out in columns the details of two or more years' financial results, with intervening columns in which the increases or decreases on the various items of expenditure and income can be noted. The latter plan gives the most complete facility for remarking on the comparisons, but, of course, entails considerably more work in its preparation.

CHAPTER VI.

CAPITAL ACCOUNTS—ESTABLISHMENT CHARGES —RESOLUTIONS PASSED AT CONFERENCE OF POLYTECHNIC AUDITORS—GRANTS.

In the previous chapter, when dealing with the accounts of the imaginary Institution called The Model Polytechnic, the Balance Sheet has been made to contain items of capital expenditure and receipt, as well as those relating to Working or Revenue Accounts. Generally, however, the Institutions of this character are provided with buildings and equipment in the first instance at the expense of some corporation or individual, who defrays the whole cost, and the question of introducing capital items into the books only arises in case of alterations or extensions. When such outlay becomes necessary, care must be taken that moneys supplied for capital purposes are only used in capital expenditure, and while the operations are in progress it is advisable to show a separate Building Fund Account in full detail, with only the balance carried to the Balance Sheet.

Establishment Charges.—

In the ideal instance of The Model Polytechnic it has been assumed that the Social and Educational Departments are housed in separate wings of the building, and that the charges coming under the above heading—namely, Rent, Rates and

Taxes, Insurance, Lighting, Fuel and Water, Office Salaries, Wages, Repairs, Furniture, and Household Requisites—can be easily apportioned between the two departments as they are written up in the books. It is, however, usually the case that the same rooms are used (and the same office and domestic staff employed) at different times for both educational and social purposes, and no definite division of the cost of upkeep can then be made. It is advisable under these circumstances to carry all these charges to an Establishment Account in the books, and either divide the balance of this account in an arbitrary proportion between the departments, or carry the balance of Establishment Account to the debit of the General Income and Expenditure Account, leaving the Departmental Income and Expenditure Accounts to be composed of departmental items only.

Resolutions, &c.—

At a Conference of the Joint Secretaries of The London Polytechnic Council and the auditors of the several Polytechnics, held in March 1897, under the presidency of Mr. H. H. Batten (Secretary of the Council), the following recommendations were made, and submitted to the Governors of the Institutions represented:—

(1) That no item of expenditure should be charged to capital, save in the case of additional premises or the equipment of a new department.

(2) That after the Capital Account has been once closed, all equipment grants for other than new departments should be dealt with in the Income and Expenditure Account.

(3) That the amount to be annually provided for a Repairs Fund should be referred to the several Governing Bodies for consideration, and that the amounts provided should be separately invested in Government Stock, or other trustees' securities.

(4) (*a*) That in the case of leasehold premises a Sinking Fund be established so soon as the term of the lease is reduced to sixty years.

(*b*) That the Repairs Fund referred to above be the only provision to meet the depreciation of the building through ordinary wear and tear.

(*c*) That on engines, boilers, dynamos, and other running machinery (exclusive of tools or ordinary workshop equipment) 5 per cent. per annum on the original cost be separately invested in Government Stock or other trustees' securities to provide for renewals, and that ordinary repairs be charged to Income and Expenditure Account, independently of this provision.

(*d*) That no provision be made for depreciation of furniture, apparatus, tools, &c., so long as the necessary additions to the equipment are provided and charged to Revenue.

(5) That separate accounts be kept for Public Entertainments, Refreshment Department, and Bookstall, and be presented with the other accounts, but that only the balance of these accounts be included in the Income and Expenditure Account.

(6) That the accounts presented to the Central Governing Body and the Technical Education Board be in the form of Income and Expenditure Accounts, showing all outstanding amounts payable or receivable by the Institution at the end of the year.

Grants.—

The Standing Orders of the Technical Education Board of the London County Council on the subject of Grants are as follows:—

With regard to the payment of grants offered by the Board, the Finance Sub-Committee shall, before making any recommendation to the Board, satisfy itself that the following conditions have been duly fulfilled:—

(1) *Equipment Grants.*—The request from the Institution for payment shall be accompanied by a detailed list, signed by the responsible officer of the Institution, of articles of equipment purchased and the amounts paid, and this list shall be certified by one of the Board's inspectors to the effect that the equipment which has been obtained is satisfactory, and that the expenditure out of the Board's grant is in accordance with the Board's resolution. The list shall also bear evidence that the expenditure of the amount by the Institution has been incurred, and, as a rule, the vouchers, but in any case the invoices, for the same shall have been verified by an officer of the Board on the Board's office staff, and no further grants on any account shall, in the latter case, be paid to the Institution until vouchers for the expenditure of the whole equipment grant have been produced and the list accompanying the same certified by the Board's officer.

(2) *Maintenance Grants.*—The request for a final payment shall be accompanied by a copy of the printed accounts of the Institution for the *last completed year*, as described below, duly signed by the responsible officer of the Institution, and certified by a professional auditor.

(3) *Accounts of Institutions Aided.*—The accounts of an Institution shall be framed in such a manner that the Board will be able readily to ascertain that the expenditure of the Institution upon subjects coming within the definition of technical and manual instruction was not less in that year than the amount of the Board's grant for the year. To this end—

(i.) Accounts of Institutions in receipt of the Board's grant shall show—

(*a*) The receipt, in separate items, of the Board's grants for equipment and maintenance paid to the Institution within the year.

(*b*) The expenditure of the Board's equipment grant, or, in the event of the equipment having been paid for by the Institution in the year preceding the receipt of the grant from the Board, an explanatory note by the Institution authorities under the item of receipt.

(ii.) When the Board's maintenance grant is specially devoted to the payment of certain salaries, fees, or the incidental or other expenses connected with particular departments, this expenditure shall be separately set forth. When the Board's maintenance grants are not specifically appropriated either by the Board or by the Institute authorities the accounts shall be accompanied by such explanatory memoranda as shall show that an amount not less than the Board's maintenance grant has been expended upon the teaching of subjects coming within the statutory definition of technical and of manual instruction, and such statement shall be independent of any reports by the inspectors of the Board on the expenditure of the Board's grants.

(iii.) The accounts shall be examined by an officer on the office staff, who shall report thereon to the Board.

The Board request the governing bodies of the various Institutions to adopt such changes as may be necessary to enable the Board's officers to carry out the directions indicated.

CHAPTER VII.

AUDIT—CONCLUSION.

It may now be assumed that the accounts of The Model Polytechnic have been finally approved, the books closed at the end of the financial year, and that these are now to be audited. In practice, the audit would be a "continuous" one, the auditor coming in at frequent and unforeseen intervals to check the cash takings, stocks of tickets, &c., in order to guard against fraud on the part of the clerical staff.

Having a complete list of the books in his Note Book, the auditor would commence with the checking of Cash received, dealing with the Departmental Books in order, and working up to the Cash Inwards Book. He would first take the "Receipt Book and Ticket Register," and vouch it from the counterfoils of the "Receipt Book and Ticket Order Book," stamping each counterfoil with his audit stamp as he found it correctly entered. In this way he would ascertain that all Tickets and Receipt Books ordered from the printers had been entered in the Register, which he will require to keep by him as he checks the cash into the various Departmental Books.

He would take these in their order, and vouch each from Tickets or Receipt Counterfoils, of which he should find all entered that are shown by the Register to have been issued, checking them either in detail or by their opening and closing

numbers. He would check the additions of all the Departmental Cash Books, and, where necessary, the cross-casts of the different columns, and then check the totals of each book into the Cash Inwards Book. Should he find any receipt counterfoils or tickets not entered, or any total not entered in the Cash Inwards Book, he would have to make enquiries as to who was responsible for the cash omitted, and, if no satisfactory explanation is forthcoming, report the matter to the Secretary.

The "Receipt Book and Ticket Register" shows the stocks of various classes of Receipt Books and tickets unused, and these may be verified by inspecting the actual stocks in the strong room or safe where they should be kept, cancelling and destroying any which are not required further—such as tickets dated for a particular season, or session, which is now past.

In the case of the Special Railway Tickets, the stocks for the different stations having been worked out at their various prices, the total value of the stock-in-hand should agree with the balance of Railway Tickets Receipts and Payments Account in the Social Department Ledger.

There will still be a few items in the Cash Inwards Book unvouched, and these are found by checking the counterfoils of the Classes Miscellaneous, and General Receipt Books, although many of the items in the latter will probably come under headings for which there is no column in the Cash Inwards Book—such as Equipment or Educational Grants, Donations to Building Fund, &c., which appear on the debit side of the Finance Cash Book.

Dealing with the expenditure side of the accounts, the auditor would first vouch the Invoice Book from the file of invoices, stamping each as he finds it entered, then add and cross-add this book, and check the postings to the credit of the Personal Accounts in the Tradesmen's Ledger, and the total

postings to the debit of Impersonal Accounts in the Departmental Ledgers.

He would then check the postings of "Finance," "Secretary's," and "Petty" Cash Books; see that these books are correctly cast, and agree their balances with Bank Account and Cash in hand. He would vouch the payments from these accounts from Salaries and Tradesmen's Receipts and Postage and Wages Summary Books, and vouch the latter from the Wages Book, stamping off each signature after comparing the dates and amounts. The checking of the Journal postings and the additions of the Ledgers will then complete the arithmetical and routine work of the audit.

The copy of the accounts to be certified, and ultimately printed, will be compared, item by item, with the Income and Expenditure Accounts in the Private Ledger, and the Balance Sheet with the balances brought down in the Ledgers and Cash Books. The schedule of Tradesmen's Accounts will be checked with the Tradesmen's Ledger balances.

The invoice files for the new financial period should be examined to see that no accounts appear there which should have been included in the period under audit; and care must be taken that no contributions, or grants, are included which do not properly belong to the year's accounts.

The auditor should examine the Minute Books of the Governing and Finance Committees to see that all resolutions with regard to the accounts mentioned therein have been carried out, and that the payments made during the year have been duly authorised. He should ascertain that the title deeds of leasehold or freehold properties are held in safe custody by the Institution's bankers or solicitors, and verify the holdings of stock representing the Repairs and Sinking Funds and the Bank Balances in the usual manner. He should also require certified schedules of the stocks of railway tickets, bookstall

materials, and refreshments to be produced, and compare them with the figures appearing in the Balance Sheet.

Polytechnic Accounts, as a rule, present few difficulties to the auditor in respect of valuation, depreciation, and the other questions of principle that trouble him in company and general business practice. His task is rather one of arranging for the close and continuous checking of detail, and advising in the constant changes of organisation and classification which are necessary in an Institution of this character, in order that it may retain its usefulness and provide for the varying needs of its members.

Endeavours may be made, however, by altering the allocation of expenditure, or carrying forward liabilities, to minimise the deficiencies of an extravagantly-worked department, and so prevent inquiry by the governing body, and the auditor must be on his guard against any attempt of this kind. Other points to be carefully watched are the proper allocation of grants and contributions given for specific purposes, and the fairness of the apportionment, where such is made, of the establishment charges over two or more departments.

The responsibilities of the Polytechnic auditor are of a two-fold character. He is the agent, in the first instance, of the governing body, with whom his appointment rests, and it is his duty (on their behalf) to keep a watch against financial irregularities on the part of the staff, and to see that the accounts presented to them show clearly the manner in which the funds with which they have been entrusted are applied. In a secondary way he is responsible to the public for seeing that the moneys provided in the shape of grants are expended in the special objects for which they have been contributed. Although the accounts of those Institutions receiving aid from public funds are submitted to the inspection of the Local

Government Board's district auditor, the latter makes no independent examination of the books, but relies on the professional auditor's certificate for proof that the accounts are properly vouched, and stated in accordance with facts.

Conclusion.—

The foregoing pages are not intended to form an exhaustive treatise upon the subject of Polytechnic Accounts.

Almost as many systems are in use as there are Institutions in existence, for the simple reason that no two Polytechnics are constituted on identical lines. In one, for instance, cash items form the sole entries; there are no outstanding accounts, and no books other than Columnar Cash Books. In another, no counterfoils are used, but a system of card tickets for every class of receipt. Both methods answer well for the particular Institutions by which they have been adopted.

But whatever the academic ideas of an accountant may be, his practical methods should be sufficiently elastic to adapt themselves to any and every condition. The author's endeavour has been, therefore, to exhibit the details of a representative scheme as completely as possible, in the hope that those who, having no previous knowledge of Polytechnic Accounts, are unexpectedly called upon to undertake either the financial organisation or the audit of such an Institution, may find in the perusal of these pages some useful hints, which their own skill will enable them to adapt to the requirements of the Institution in which they are interested.

Before concluding, the author desires to thank the officers of the various Institutions for information so readily accorded him. Also his partners, Mr. W. Calder Marshall, F.C.A., and Mr. J. G. P. Ibotson, A.C.A., for their valuable services and co-operation in the preparation of this work.

APPENDIX

A FORM in which the Accounts of Polytechnic Institutions receiving Government aid might be submitted (either superseding or supplementary to their accounts as at present drawn up) in order that uniformity of presentation may be ensured and comparison facilitated.

RETURN OF THE INCOME AND EXPENDITURE AND THE ASSETS AND LIABILITIES (apart from Capital Accounts) of the Institute for the financial year ending 31st July 19 .

I.—INCOME AND EXPENDITURE ACCOUNT (ESTABLISHMENT).

To Expenditure—	£ s d	£ s d	By Income—	£ s d	£ s d
1. Rent, Rates, Taxes, and Insurance ..			1. Sub-letting Halls and Rooms		
2. Lighting, Fuel, and Water			2. Other Income (Establishment)		
3.*Furniture, Fittings, and Repairs ..					
4. Depreciation of—					
(*a*) Buildings					
(*b*) Fixed Plant					
5. Salaries, Wages, and Audit Fee ..			Total Income (Establishment)		
6. Printing, Advertising, Postage and Stationery (General)			By Excess of Expenditure over Income (Establishment) carried to—		
7. Other Expenditure (Establishment)—			Educational Department (proportion)		
			Social Department (proportion) ..		
Total Expenditure (Establishment)					

* This must not include any item of Equipment for which a Grant is to be claimed.

2.—INCOME AND EXPENDITURE ACCOUNT (EDUCATIONAL).

To Expenditure—	Purchases and Expenses £ s d	Salaries and Wages £ s d	Equipment £ s d	Total £ s d
1. Evening Classes				
2. Day Classes				
3. Day Schools—				
Boys				
Girls				
4. Other Schools or Special Courses—				
5. Other Expenditure (Educational)—				
Total Expenditure (Educational)				
To Establishment Account— Proportion of Balance Transferred				
To Excess of Income over Expenditure (Educational Department) carried to General Account				

By Income—	Fees, &c. £ s d	Specific Grants £ s d	Total £ s d
1. Evening Classes			
2. Day Classes			
3. Day Schools—			
Boys			
Girls			
4. Other Schools or Special Courses—			
5. Departmental Grants—			
6. Other Income (Educational)			
Total Income (Educational)			
By Excess of Expenditure over Income (Educational Department) carried to General Account			

3.—INCOME AND EXPENDITURE ACCOUNT (SOCIAL).

To Expenditure—	£ s d	£ s d	By Income—	£ s d	£ s d
1. Salaries and Wages (Social)			1. Membership—		
			(a) Entrance Fees		
			(b) Subscriptions		
2. Departmental Expenditure—			2. Departmental Income—		
(a) Gymnasium			(a) Gymnasium		
(b) Swimming Bath			(b) Swimming Bath		
(c) Recreation Grounds			(c) Recreation Grounds		
(d) Reading Room and Library ..			(d) Reading Room and Library ..		
(e) Grants to Clubs			(e)		
(f)			(f)		
(g)			(g)		
3. Deficit (if any) on			3. Surplus (if any) on		
(a) Entertainments			(a) Entertainments		
(b) Refreshment Bar			(b) Refreshment Bar		
(c) Bookstall			(c) Bookstall		
(d)			(d)		
4. Other Expenditure (Social)—			4. Other Income (Social)—		
Total Expenditure (Social)			Total Income (Social)		
To Establishment Account— Proportion of Balance Transferred ..					
To Excess of Income over Expenditure (Social Department) carried to General Account			By Excess of Expenditure over Income (Social Department) carried to General Account		

4.—INCOME AND EXPENDITURE ACCOUNT (GENERAL).

	£ s d	£ s d		£ s d	£ s d
To Balance at 1st August 19			By Balance at 1st August 19		
To Expenditure—			By Income—		
1.			1. Grants for General Purposes.. ..		
2.			2. Contributions		
3.			3.		
			4.		
			5.		
To Departmental Deficit—			By Departmental Surplus—		
Educational Account			Educational Account		
Social Account			Social Account		
To Excess of Income over Expenditure (General Account) carried to Balance Sheet			By Excess of Expenditure over Income (General Account) carried to Balance Sheet		

5.—BALANCE SHEET, 31ST JULY, 19

Liabilities.	£ s d	£ s d	*Assets.*	£ s d	£ s d
To Cash Overdraft			By Cash—		
			1		
			2.		
			3.		
			4.		
To Sundry Creditors—			By Sundry Debtors—		
1. Salaries			1.		
2. Tradesmen's Accounts..			2.		
To Reserves—			By Stocks—		
1. Establishment Charges			1.		
2.			2.		
			3.		
To Other Liabilities—			By Other Assets—		
1.			1.		
2.			2.		
To General Income and Expenditure Account			By General Income and Expenditure Account		

AUDITOR'S CERTIFICATE.

.....have audited and vouched the Books of the.....Institute for the financial year ending 31st July 19 , and.....hereby certify that the above Balance Sheet and foregoing Income and Expenditure Accounts are in accordance therewith, and in ..... opinion they show fully and fairly the working of the Institution for that period and its position apart from Capital Accounts at that date.

Address.....

Date .....

Signature ..... *Auditors.*

INDEX.

A

Application Forms, Membership 22, 34, 35
,, ,, Classes 36
Apportionment of Establishment Charges 60, 68
Assistant Cashiers, Duties of 8, 9
Audit, Description of.. 65
Auditor, Official 69
,, Professional.. 69
Auditors, Conference of 61

B

Balance Sheet, Auditors' Duties in relation to 67
,, ,, of The Model Polytechnic 49, 58
Boilers, Engines, and Dynamos, Reserve for Depreciation of .. 48, 62
Bookkeeper, Duties of 8
Bookstall Cash Book 29, 30
,, Stock Book 29
Buildings, Accounts in relation to 47, 60

C

Capital Accounts 48, 60, 61
Cash Books—
Bookstall 29, 30
Finance 10, 11
Games 32
Gymnasium 30
Lectures and Entertainments 28, 29
Library 32, 33

Cash Books—
Magazine 33
Refreshment Bar 27, 28
Secretary's 5, 12, 13, 40
Swimming Bath 31
Cash Inwards Book 8, 10, 14, 15, 66
,, Verification of 67
Cashiers 8, 9
Certificate, Form of 59
Cheques, Signatures to 3, 4, 8
Classes—
Application Forms 36
Fees Book 24
Miscellaneous Receipt Books 9
Registers 36
Tickets 24
Creditors 49

D

Day Schools—
Fees Book 9, 24, 25
Registers 25, 35, 36
Debtors, Sundry 49
Departmental—
Attendants, Books kept by 9
Books 6, 8, 9, 22, 65
Income and Expenditure Accounts 47, 53, 61
Requisition Forms 4, 9, 44, 45
Depreciation, Provision for 48, 62
District Auditor 69
Donations 2, 48
Dynamos, Depreciation of 48, 62

E

Educational Department—
Income and Expenditure Account 53
Ledger 20
,, Balances of 47, 51
Engines, Depreciation of 48, 62

Entrance Fee Book 22
,, ,, Receipt Book 22
Entry Forms, Classes 36
Equipment Grants 60, 61, 63
Establishment Charges 60, 68
Examination Fee Book 27
,, Receipts 27
Expenditure, Allocation of 12, 68

F

Fees, Classes 2, 18, 24, 36
,, Day School 24, 25, 35
,, Examination 27
,, Membership 2, 22, 34
Finance Bank Account 3, 5, 8
,, Cash Book 10, 11
,, Committee 3, 4, 5, 10
,, System of 3

G

Games Cash Book 32
,, Receipts 32
General Features of a Polytechnic 2
,, Income and Expenditure Account 48, 49, 57
,, Receipt Book 9
,, Rules for Receipt and Payment of Money 3
Governing Body in relation to Auditor 68
,, ,, Minute Book 67
Grants, Educational 48, 62
,, for General Purposes 48, 68
Gymnasium Cash Book 30
,, Lockers Register 9, 37
,, Tickets 30

H

Heads of Departments 2, 5, 8
Hogg, Mr. Quintin 1

I

Income and Expenditure Accounts—
Educational Department 53
General 48, 49, 57
Social Department 47, 55
Investments of Repairs Funds 48, 49, 61, 62
,, Verification of 67
Invoice Book 5, 8, 16, 17, 66
,, Register 5, 8, 42, 43
Invoices, Checking of 5, 42

J

Journal 8, 19

L

Lease, Depreciation of 48, 62
Lectures and Entertainments—
Cash Book 28, 29
Tickets 28
Ledger Balances—
Educational Department 47, 51
Private 47, 52
Social Department 47, 50
Tradesmen's 52, 67
Ledger Clerk 8
Ledgers 8, 20, 21
Library Cash Book 32, 33
,, Receipt Book 32
,, Register 32
List of Books 6
Local Government Board Auditor 69
Lockers, Gymnasium, Register of 9, 37
,, Receipts 30
London County Council, Standing Orders of Technical Education Board of 62
,, Polytechnic Council 61

M

Machinery, Depreciation of 48, 62
Magazine Cash Book.. 33
Maintenance Grants 63, 64
Membership –
Application Forms 22, 34, 35
Subscription Book 8, 22, 23
Subscriptions, Register of 9, 34
Tickets 9, 22
Minute Books 67
Mortgage.... 48

O

Organisation of Staff.. 8
Order Book 9, 45, 46
,, Form 4, 46
Orders of Technical Education Board 62

P

Petty Cash Balances 4, 18, 67
,, ,, Book 4, 5, 8, 18, 19
,, Cashier 4, 5, 32
Polytechnic Auditors, Conference of 61
,, The Model, Accounts of 47
,, ,, Regent Street 1
Postage Books 9, 42
Private Ledger 20
Profit and Loss Accounts—
Bookstall 47, 56, 62
Lectures and Entertainments 47, 57, 62
Refreshment Bar 47, 56, 62

R

Railway Tickets, Stock of 47, 66, 67
Receipt Book and Ticket Order Book 9, 38, 39, 65
,, ,, ,, Register 9, 37, 38, 65

Refreshment Bar Cash Book 27, 28
,, ,, Expense Book 28
Registers—
Classes 36
Day Schools 25, 35, 36
Invoices 5, 8, 42, 43
Lockers 9, 37
Members' Subscriptions 9, 34
Salaries 4, 9, 43
Requisition Book 9, 44, 45
Reserve Funds 48, 61, 62
Responsibilities of Auditors 68

S

Salaries Register 4, 9, 43
School Fees Book 9, 24, 25
,, ,, Receipts 24, 25, 26, 35
,, Registers 25, 35, 36
Secretary, Duties of 8, 9
Secretary's Banking Account 3, 4, 5, 8
,, Cash Book 5, 12, 13, 40
Sinking Fund 48, 62
Social Department—
Income and Expenditure Account 47, 55
Ledger 20, 21
,, Balances 47, 50
Staff Appointments 4
,, Organisation of 8
Statements Book 5, 8, 9, 44
Stocks 47, 66, 67
Subscription Book 8, 22, 23
,, Register.. .. .. 9, 34
Subsidiary Books 7, 9, 34
Summary of Ledger Balances.. 52
Sundry Debtors 49
Suspense Account 49
Swimming Bath Cash Book 31
,, ,, Receipts 31
System of making Payments 4, 5

T

Technical Education Board 62
Ticket Order Book 9, 38, 39, 65
„ Register 9, 37, 38, 65
Title Deeds of Properties 67
Tradesmen's Ledger 5, 20
„ „ Balances 52, 67
Trial Balance 50

V

Verification of Bank Balances 67
„ „ Investments 67
Vouching 65, 66, 67

W

Wages Book.. .. .. 5, 9, 39, 40
„ Summary 9, 40, 41

The Company Specialists

CURTIS, GARDNER & BOXWELL, LTD.,

Company Registration Agents & Specialists.

Head Offices: 25 COLLEGE HILL & 62 CANNON STREET E.C.

TELEPHONE, 5,725 BANK. TELEGRAMS, "CLIENTSHIP," LONDON.

Also BIRMINGHAM, BRADFORD, LIVERPOOL, GLASGOW, &c.

Agents in chief Continental Cities.

A very large and varied Stock of Company Books and Forms is kept by us. Complete sets of Company Books, including Register and Account Books, in six different colours. All Forms and Registers sold by us are prepared for practical use. Their standard of usefulness and efficiency is the outcome of years of practical experience.

We are always pleased to render assistance to our Clients by supplying Precedents. Counsels' opinion always available.

Companies and Syndicates registered for the purpose of purchasing existing businesses or starting new businesses.

Companies Re-constructed.

Advances negotiated on Reversions, Life Policies, Freeholds, Leaseholds, Shares, &c.

Information given, and assistance rendered in matters relating to the sale of existing businesses to Limited Companies or Private Syndicates.

Company Documents specially prepared, stamped, and filed.

Partnerships negotiated where the liability is limited.

Private Lists of Investors. Prospectuses and Circulars posted to Private Lists of Investors.

Lists of Investors. Envelopes addressed from lists of upwards of 300,000 Investors.

Prospectuses, Application Forms and other Insets speedily printed, ruled, banded, and posted.

Businesses investigated and reported on.

Transfer Work and Secretarial Work of every description undertaken.

COMPANY ADVERTISING A SPECIALTY.
INTERVIEWS AND INFORMATION GRATIS.

CURTIS, GARDNER & BOXWELL, LTD.

HEAD OFFICES:

25 COLLEGE HILL & 62 CANNON STREET, LONDON, E.C.

Telephone, 5,725 Bank. Telegrams, "Clientship London.

1906.

Accountancy and Law Publications.

	Pub. Price NET.
Accountant, The. Weekly	-/6
,, ,, Per annum post free, (U.K.) ...	24/-
,, ,, do. do. Foreign ...	26/-
,, ,, Binding Cases	2/6
,, ,, File Cases	3/6
Accountants' Journal. Monthly	-/9
,, ,, Per annum (U.K.) ...	7/6
,, ,, do. Foreign ...	8/6
,, ,, Binding Cases	2/6
,, ,, File Cases	1/-
,, **and Bookkeeper's Vade-Mecum.** (Whatley)	7/6
,, **Assistant.** (Beckett)	6/-
,, **Code** ... ... doz.	5/-
,, **Compendium.** (Dawson) (2nd Edition)	21/-
,, **Diary.** I. (Foolscap 1 day to page) ...	8/-
,, ,, II. (,, 2 ,,) ...	3/6
,, ,, III. (,, 3 ,,) ...	1/6
,, ,, III.A (,, 3 ,,) ...	2/-
,, ,, IV. & IV.F. (8vo 1 ,,) ...	5/-
,, ,, V. (,, 2 ,,) ...	2/6
,, **Manual.** Vols. I. to IX. ... each	12/6
,, ,, Vol. III.	10/6
,, ,, The set of 9 Vols.	90/-
Advanced Accounting. (Dicksee) (2nd Edition) ...	21/-
Agricultural Accounts. (Meats)	5/-
Ante-Audit. ... ... each	1/-
,, ... ½-doz.	5/6
,, ... doz.	10/-
Auctioneers' Accounts. (Dicksee) (2nd Edition) ...	3/6
Audit Note Books I. & II., each -6; doz. 5/-; 100	40/-
,, ,, **III.** ... each 2/-; doz.	20/-
,, ,, ,, ... 50 70/-; 100	110/-
Auditing. (Dicksee) (6th Edition)	21/-
Australian Mining Companies' Accounts. (Godden & Robertson)	3/6

	Pub. Price NET.
Bank Bookkeeping and Accounts. (Meelboom) (2nd Edition)	5/-
Bankruptcy. (Stevens) (2nd Edition)	7/6
,, **Time Table.**	-/6
,, **Trustee's Estate Book.** (Dicksee) ... each 4/-; doz.	40/-
,, **Trustees, Liquidators, and Receivers, Law of.** (Willson) (2nd Edition) ...	10/-
Bookkeeping, Antiquity of. (Heaps)	1/-
,, **Elementary.** (Day)	1/-
,, **Elements of.** (Streeter)	1/6
,, **Exercises.** (Dicksee)	3/6
,, **for Accountant Students.** (Dicksee) (5th Edition)	10/6
,, ,, **Company Secretaries.** (Dicksee)	3/6
,, ,, **Publishers.** (Allen)	2/6
,, ,, **Retail Traders.** (Findlay) ...	3/-
,, ,, ,, **Record Book.** (Findlay)	4/-
,, ,, **Solicitors.** (Hodsoll)	3/6
,, ,, **Technical Classes and Schools.** (Clarke)	2/6
,, ,, **Principles of.** (Carlill)	3/6
Brewers' Accounts. (Lanham)	10/6
Brickmakers' Accounts. (Fox)	3/6
Builders' Accounts. (Walbank) (2nd Edition) ...	3/6
Building Societies' Accounts. (Grant-Smith) ...	3/6
,, **Society Table and Loan Calculations.** (Johnson.)	1/-
Chartered Accountants' Charges. (Pixley) (3rd Edition)	10/6
Companies Act, 1900. (Reid)	1/-
,, ,, ,, **Duties of Auditors under**	1/-
Company Secretary. (Fox) (4th Edition) ...	25/-
,, **Winding-up Time Table**	-/6
Compendium, Accountant's. (Dawson) (2nd Edition)	21/-
Co-operative Societies' Accounts. (Sugden) ...	5/-
Cost Accounts (Hawkins)	5/-
,, ,, **Multiple.** (Garry)	3/6
,, ,, **of an Engineer and Ironfounder.** (Best)	2/6
,, ,, **Terminal.** (Nesbit)	3/6
Cotton Spinners' Accounts. (Moss)	5/-
Dairy Accounts. (Rowland)	3/6

	Pub. Price NET.
Depreciation, Reserves, and Reserve Funds. (Dicksee)	3/6
,, **Tables.** (Dicksee)	1/-
Drapers' Accounts. (Richardson)	3/6
Electric Lighting Accounts. (Johnson)	5/-
Engineers' and Shipbuilders' Accounts. (Burton)	3/6
Errors in Balancing. (2nd Edition)...	1/-
Examination Guide, Intermediate. (Nixon) ...	3/6
,, ,, **Final.** (Nixon)	5/-
,, **Papers (Questions & Answers)** May and November in each year, each ...	2/6
Examinations, Chartered Accountants', How to Prepare for. (Carlill)	1/6
Executorship Accounts. (Whinney) (2nd Edition)	7/6
,, ,, (Caldicott) (3rd Edition)	3/6
,, ,, **Student's Guide to.** (Carter)	3/6
Factory Accounts. (Garcke & Fells) (5th Edition)	7/6
Fishing Industry Accounts. (Williamson) ...	3/6
Forms of Accounts. (Johnston)	2/6
Fraud in Accounts	3/6
Friendly Societies' Accounts. (Furnival Jones) ...	5/-
Gas Accounts (2nd Edition)...	5/-
Grain, Hay, &c., Accounts. (Johnson)	3/6
Grocers' Bookkeeping. (Webster Jenkinson) ...	1/-
Hire-Purchase Wagon Trade, &c., Bookkeeping and Accounts for. (Johnson)	1/6
Hotel Accounts. (Dicksee)	3/6
Income Tax Practice, Guide to. (Murray & Carter) (4th Edition)	10/-
Insurance Companies' Accounts. (Tyler)... ...	10/6
Inwood's Tables	8/-
Jewellers' Accounts. (Allen Edwards)	5/-
Laundry Accounts. (Livesey)	3/6
Lexicon for Trustees in Bankruptcy, &c. Bound Boards. (Dawson)	3/6
List of Members. (Institute of Chartered Accountants)	2/-
Medical Practitioners' Accounts. (May)	3/6
Metric System. (Streeter)	1/-
Mineral Water Manufacturers' Accounts. (Lund & Richardson)	3/6